

Position: Intern – Summer 2021

Location: Marion County

City: Buena Vista

Department: Administration

Contact: Sylvia Russell

Phone Number: 229-649-2603

Email: srussell@marioncountyga.org

Intern Duties/Responsibilities:

- Work with various staff to review the current Code of Ordinances of Marion County, specifically focusing on (but not limited to) the Zoning section of the Code.
- Coordinate with staff members in order to bring the Code up to date with Federal and State law.
- Make recommendations for adding or deleting sections of the code for better efficiency and transparency of County government.
- Attend and possibly speak during town hall meetings with public participation during the review process (social distancing guidelines will be followed).

Marion County's Book of the Code of Ordinances has not been updated with recently approved legislation and is also in need of an analysis and review. Candidates do not need any experience with government systems but must be able to research and synthesize information very well.

Educational Requirements:

This position is best suited for undergraduates, graduate students, or recent college graduates (must prove graduation was within one year) with backgrounds in: Political Science, Public Administration, Law, Public Affairs, Communications, Public Relations, Public Policy, or related fields.

Skills, Training or Qualifications:

- Computer Skills - Must be able to use Microsoft Office products.
- Communication Skills - Ability to listen to and understand directives; ability to write and speak in an understandable, accurate, positive manner. Must be able to gather pertinent information quickly and accurately; able to communicate the information professionally and precisely to the proper recipient. Must be able to maintain a high level of accuracy, be courteous with other employees, the public and user agencies. To be able to read and understand correspondence, memoranda and directives.

- Decision Making Skills - Act in a decisive manner, use good judgment. Able to assess problems and situations quickly, able to anticipate needs and avoid overreaction, to maintain flexibility in adjusting to situations and procedures, to support and carry out directives.
- Interpersonal Relationship Skills - Be consistent in dealing with people, personal integrity, sensitivity to other's problems without direct involvement, exclusion of personal biases from work performance, ability to accept discipline, tact and diplomacy, promoting a cooperative, positive attitude, political sensitivity.
- Professional Attitude Skills - Emotional stability, self-motivation, loyalty and commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, personal appearance, self-confidence.
- Working Skills - Able to produce HIGH quality accurate work. Able to detect and correct errors, able to perform tasks simultaneously if necessary. Able to coordinate heavy work load to maintain organization. Able to utilize work time properly.
- Personal Skills - Highly reliable, ability to maintain high degree of confidentiality, flexible in scheduling needs, ability to maintain a calm demeanor under high levels of stress.

Applicant Evaluation and Selection Criteria:

Only one position is available. Interested students will submit the following:

- Cover letter
- Copy of resume

Additionally, applicants must have a clean criminal history and be able pass a drug screen.

To apply for this position, email your cover letter and copy of resume to marionga@windstream.net.

Deadline to Apply: Open until filled

Start Date: Varies

Duration: Summer 2021 (May - September)

Hours: 200 total hours

Salary: \$12/hr