



VACANCY: **Management Intern**  
DAYS: **Monday – Friday**  
SALARY: **\$33,000 - \$35,000 (DOQ)**  
JOB ANNOUNCEMENT#: **754**  
POSITION#: **50501**  
RANGE: **5/505**  
DATE POSTED: **12/1/06**

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### **GENERAL STATEMENT OF JOB**

The City of Tamarac, Florida, is a full-service city with a population of over 59,000 located just 15 miles northwest of Fort Lauderdale in Broward County. Management Interns are afforded the opportunity to gain managerial experience through municipal research, analytical work, as well as participation in management meetings. Interns will perform a wide variety of duties including the study of organizational and administrative processes; analyzing statistical and program information; and attending City Council and management meetings. The successful candidate will be based out of the City Manager's Office, reporting directly to the Assistant City Manager, and will work with a variety of departments in various capacities throughout the City of Tamarac. Management Interns have a unique opportunity to fill a dynamic position where their responsibilities and involvement can become increasingly robust as they gain experience. This position is a full-time, limited term (12 month) internship. This position is available beginning May/June 2007 or earlier, depending on qualifications and availability.

### **MINIMUM TRAINING AND EXPERIENCE**

This position requires satisfactory completion of all coursework for a master's degree in public administration or a closely related field, or be in the last semester or quarter of an MPA program. Strong research, analytical, computer, and writing skills are required for this position. Each applicant must submit the following:

- ◆ An official City of Tamarac Application for Employment form.
- ◆ One page cover letter describing career goals and what you hope to gain from the internship.
- ◆ Résumé
- ◆ Transcripts of all undergraduate and graduate work (subject to verification).
- ◆ Names, titles and phone numbers of three (3) references who are knowledgeable of your work and/or academic qualifications

**NOTE:** Job description, minimum qualifications, and the standards required to perform the essential functions are detailed in the official job description. The City of Tamarac is a drug-free workplace. All applicants must pass a pre-employment drug screening prior to appointment. An eligible veteran or spouse of veteran shall receive preference in the selection process as provided for in the Florida Statutes. To obtain veteran's preference, a candidate **MUST** submit a copy of a DD-214, Certificate of Discharge, or Statement of Eligibility with their application.

**FIRST REVIEW: February 2, 2007. Subject to closing at that time, or when sufficient number of applications are received.**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_