

Washington County Department of Administration Summer 2015 Internship

Responsibilities:

The selected candidate will work on two primary projects with Administrative staff:

1. Scan of best practices and possibilities in public sector revenue forecasting. Research current practices in local government financial long range planning, evaluate pros and cons to forecasting models, evaluate the usefulness of the models, and develop a work plan for integrating a model into the county financial system.

2. Assist in developing an Administration Department Business Plan. Review current best practices in organizational work plans, design internal staff questionnaire and compile results, facilitate group discussions, and prepare report of findings. Some of the primary business functions of the department are County Board administration, budgeting, public communication, performance measurement, website administration, and strategic and other long-range planning.

Preferred Qualifications:

- Interest in and knowledge of public administration
- Knowledge of long-range planning principles and techniques
- Excellent analytical, writing, and communication skill
- Knowledge of basic statistical analysis
- Proficient in Microsoft Office applications, SPSS and Internet research
- Ability to manage time and work effectively without close supervision

Internship Details:

- Approximately 40 hours per week (up to 400 hours) during normal work hours. Specific work schedule can be flexible to accommodate individual's schedule.
- Internship will generally run from late May through August. Specific dates are negotiable.
- Compensation – hourly wage of \$xx per hour with no benefits.

How to apply:

Please submit a cover letter, resume and writing sample by **March 7, 2015** to:

Apply@Washington.Co.Gov

OR

Washington County Department of Administration
123 Main St.
P.O. Box 9999
St Paul, MN 55082-0006