



LEHI CITY POSITION OPENING Administrative Intern

NUMBER OF OPENINGS: 1

CLOSING DATE: February 8, 2016, 5:00 PM

STARTING PAY RANGE: \$13.00 per hour

STATUS: Part-time/seasonal variable hours without benefits

DEPARTMENT: Office of the Administration

WORK SCHEDULE: Variable Hours: up to 40 hours/week during Summer 2016, with an option to continue 10-15 hours during school year.

JOB SUMMARY: Works under the general supervision of the City Administrator, performs a variety of professional duties in supporting the planning, organizing and creation of a variety of documents and projects; the duration of this position is for one year and averages 25 hours per week.

MINIMUM REQUIREMENTS: Bachelor's degree required from an accredited college or university in finance, accounting, business management, public management or closely related field. Preference given to candidates interested in or currently enrolled in a Masters of Public Administration program and interested in working in local government. Exceptional knowledge and skills in Microsoft Suite is required.

TO APPLY: Each applicant is required to turn in a Lehi City application and a resume to Human Resources to apply@lehi-ut.gov or 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.** A complete list of essential functions and minimum requirements of the position may be obtained from the Lehi City Human Resources Office. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.**

Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.