



CITY OF GREENSBURG

2024 SUMMER INTERNSHIP PROGRAM

Mayor's Office Internship
City Clerk-Treasurer Internship



DATE:

Monday, February 12, 2024

Dear Internship Applicant,

At the City of Greensburg, we are committed to cultivating a community where our youth are engaged, community-driven, and civic-minded. As Mayor Marsh reflected on how we could better achieve this, he looked around to other communities. He looked into their prestigious internship programs and the value it added to their city. So, we got to work here at City Hall.

I am excited to announce that the City of Greensburg Summer Internship Program is accepting applications for the Summer of 2024. The City of Greensburg summer internship program provides college students the opportunity to learn about and contribute to city government, hear from local leaders, and experience the day-to-day operations of Greensburg.

This is a great opportunity for students interested in starting a career in public service, urban planning, communications, finance, accounting, Human Resources, community development, or for students interested in learning more about local government structure.

Our interns will develop foundational knowledge, communication skills, and a strong network of community leaders and organizations during the program all while gaining a greater appreciation for Greensburg, city government, and our vision for the future. Mayor's Office Interns will be responsible for leading a project over the summer that will contribute to the betterment of Greensburg and will have a budget allocated to achieve it. Clerk's Office interns will work directly with the Clerk-Treasurer on projects in the office, preparing ordinances and resolutions, understanding employee procedure and processes, and so much more relating to the finances of the City. Although there are some project ideas ready for interns to work on, interns are invited to be creative and take pride in leading a project of their own.

Outside of the project, interns for both offices will participate in city meetings and may be called upon to take on additional duties if the office sees fit. Interns are expected to work between 30 and 35 hours per week.

The Summer Internship Program begins Monday, May 13 and ends Friday, August 16. Adjustments may be made if your school semester conflicts with the set dates or at the discretion of the Mayor. This internship is paid, but housing is not provided. The internship pay rate is \$12-20 an hour, upon review of the intern's experience. Interns will get all scheduled holidays off that the city observes and may request additional time off with the supervisor's approval.

Please send the attached application, your resume, and a cover letter to Personnel Administrator Julie Nobbet at jnobbet@greensburg.in.gov. **Applications will be accepted until Friday, April 5, at 4:00 pm. Applications accepted after this date will not be considered.**

If you have any questions, please feel free to contact me at the information below.

Regards,

Kristen Williams

Communications Director



812-663-3344 x 1



kwilliams@greensburg.in.gov



314 W Washington Street, Greensburg

EST. 1859



CITY OF GREENSBURG

February 12, 2024

JOB POSTING

JOB DESCRIPTION

POSITION: Intern
DEPARTMENT: Mayor's Office
WORK SCHEDULE: 8:00am – 4:00pm M-F 1hr. lunch
STATUS: Seasonal 40 hrs./week
PAY: \$12-20/hour
AGE REQUIREMENT: 18 years old
AVAILABILITY: Beginning May 13, 2024

The Greensburg Mayor's Office is seeking a summer intern.

Answer telephone and greet City Hall visitors, determine nature of call/visit, provide information and assistance, take messages, or direct to appropriate department or individual. Create engaging social media content for social media sites and manage the city website. Research information for the mayor's speeches and presentations. Plan, organize, and execute events while assisting Communications Director and Mayor with logistics. Work to promote community growth through networks both locally and regionally. Develop and manage special community projects. Performs other duties as assigned.

Requirement: Possession of a valid Indiana driver's license

Applications are available from Greensburg City Hall as well as online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit the completed application to Communications Director at City Hall.

Questions may be directed to me at the number and email address below. Thank you.

Sincerely,

Kristen Williams
Communications Director



**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Intern
DEPARTMENT: Mayor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
DATE WRITTEN: November 2020
STATUS: Part Time
DATE REVISED: November 2020
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as an intern for the Mayor and Communications Director, responsible for performing a variety of functions.

DUTIES:

Answer telephone and greet City Hall visitors, determine nature of call/visit, provide information and assistance, take messages, or direct to appropriate department or individual.

Create engaging social media content for social media sites and manage city website.

Research information for the mayor's speeches and presentations.

Plan, organize, and execute events while assisting Communications Director and Mayor with logistics.

Work to promote community growth through networks both locally and regionally.

Develop and manage special community projects.

Performs other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- a. High school diploma or GED.
- b. Internships often receive academic credit from either undergraduate or graduate institutions. Interns are required to work 15-20 hours per week, however depending on the season and individual requirements, additional hours and schedules may be available.
- c. College students seeking credits in Public Relations, Political Science and Journalism will be considered first.
- d. Working knowledge of standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- e. Working knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard

- office equipment, including computer, printer, telephone, calculator, and copier.
 - f. Ability to make simple arithmetic calculations and maintain organized files. Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
 - g. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
 - h. Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.
 - i. Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in written or oral form.
 - j. Ability to effectively communicate orally and in writing with co-workers, other City personnel, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- II. RESPONSIBILITY:
- a. Incumbent performs a variety of standard and recurring duties with priorities determined by supervisor and service needs of the public, referring unusual situations to supervisor. Errors in work are usually prevented through prior instructions from supervisor and are usually detected through supervisory review. Undetected errors may result in loss of time for correction and inconvenience to other agencies or the public.
- III. PERSONAL WORK RELATIONSHIPS:
- a. Incumbent maintains frequent contact with co-workers, other City personnel, vendors, and the public for the purpose of exchanging and explaining information.
 - b. Incumbent reports directly to the Mayor.
- IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:
- a. Incumbent performs duties in a standard office environment, involving sitting for long periods, lifting/carrying objects weighing less than 25 pounds, hearing communication, and crouching/kneeling.
- V. OTHER:
- a. Position is a political appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed as intern serves at the pleasure of the Mayor and may be terminated by the Mayor at any time.
- VI. APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of intern for the Mayor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

APPLICATION FOR EMPLOYMENT

City of Greensburg, Indiana *an Equal Opportunity Employer*

The City of Greensburg, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought _____ EMAIL : _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Police Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary/Seasonal work? Yes _____ No _____

Affordable Care Act Full-time? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

- Current employer _____
 Address _____ City/state/zip _____
 Phone () _____ Hire date _____ Job title _____
 Beginning salary _____ per _____ Current salary _____ per _____
 Supervisor _____ Title _____

Work phone _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

● Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

☞ If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason:

From _____ to _____ Reason:

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended Attach additional pages as needed.

Name _____

Address _____ City/state/zip _____

Diploma? Yes ____ No ____ GED? Yes ____ No ____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)

College(s) or Trade School(s) attended Attach additional pages as needed.

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

● Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)

● Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next

section. Military Branch Dates of Service Highest Rank Attained Rank at Separation

Type of Discharge _____

Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

● List three references who are not related to you and are not former employers or supervisors:

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

○ Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

● I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

● I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

● I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

● I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

The following sections to be completed by Police Department applicants only:

● I understand that the employer provides Police service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Police Department, I may be required to work evening shifts or night shifts, including weekends.

Initials: _____

● I understand that if I am hired as a sworn officer on the Police Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials: _____