1. **Name of Host:** Tompkins County Government/Department of Administration.

2. **Host Background Information:** Local government entity carrying out a broad range of activities and program coordination to support local citizens and the public good. See this link: [http://www.tompkinscountyny.gov/](http://www.tompkinscountyny.gov/)

3. **Internship Position Name/Title:** Assignment No. 2015.01—Program Assistant Intern

4. **Internship/Project Context:**
   Under the supervision of the Deputy County Administrator (DCA), performs a variety of research, analytical, and administrative tasks as assigned to support the following ongoing initiatives:
   a. **Civil Service Outreach Plan:** Assist with the development of a recruitment strategy that provides a business case for investing in the Web and other social media platforms as a way to (1) better educate potential candidates about the NYS Civil Service employment application and testing process; (2) improve the diversity of the candidate pool; and (3) position local county government as an employer of choice.
   b. **County Compliance Program:** Assist with updates to administrative policies, including research on proposed policy content, preparing draft content, and preparing final content for legislative approval. Also assist with meetings logistics for internal policy planning groups.
   c. **Grants Development and Management Center:** Prepare Web content updates, including purging old content, and researching, developing, and posting new content regarding grant opportunities specific to county government programs and services.
   d. **Workforce Climate Survey Follow Up:** Assist with the coordination of recommended “next steps” resulting from the issuance of a county government-wide workplace climate survey, scheduled to be administered in January 2015.
   e. **Workforce Diversity and Inclusion Program:** Assisting with the development of a comprehensive workshop program aimed to support the professional development needs of County staff and staff of other area service providers with a focus on diversity relevance and planning. Research program content; identify workshop presenters; establish a program schedule; development outreach materials; prepare presentations; and develop reports, as needed.

5. **Internship Position Description:**
   Most project work will be managed independently, requiring occasional review and/or approval by the DCA. Assignments related to the Civil Service Outreach task will be directed by the Personnel Commissioner and the Personnel Assistant.

   In general, the internship responsibilities related to the above-referenced initiatives include researching and organizing technical, statistical, and specialized data from a variety of sources; spreadsheet development to facilitate data interpretation; report development; Web content development and management; composing and revising a variety of correspondence and informational material; designing and preparing PowerPoint presentations; meeting coordination, including agenda development, soliciting/tracking participant availability, confirming meeting accommodations, and preparing handouts; and interacting with various County staff, elected officials, subject-matter experts, and local community leaders.

   Specific roles and responsibilities will be determined in accordance with intern’s skills and the Department’s needs at the time of the internship.
6. Basic Qualifications and Preferred Experience:

- Computer proficiency in a Windows environment using MS Office software products, including Word, Excel, Power Point, and Access.
- Strong written and oral communication skills and the ability to effectively present information in oral, written, and graphic form.
- Knowledge of Web content management.
- Exceptional interpersonal skills, integrity, respect for confidentiality, sound judgment and decision making skills.
- Ability to interact with all staff levels and with elected and appointed local government officials; comfortable engaging various community groups.
- Highly organized with the ability to re-prioritize work in short notice.
- Solid time management skills with the ability and willingness to multi-task.
- Self-motivated and able to grasp new concepts quickly.
- Working knowledge of general office administration and appropriate business etiquette.
- Familiarity with any of the following topics a plus, but not required: events planning and coordination; workforce recruitment and retention; grants planning and proposal development; or workplace diversity management.
- Experience in a local government work setting is a benefit, but not required.

7. Internship Schedule:

It is the expectation of the CALS NYS Internship Program that interns will devote 32 hours (80%) of a standard 40-hour work week to the responsibilities of their position and 8 hours (20%) to the community engagement project. It is preferable that the 20% release time be taken either in one eight-hour day or two, 4-hour half days. The host will work with the intern to meet this expectation.

8. Expected Outcomes (for intern):

- General understanding of local government oversight and administration
- General understanding of local government programs and services
- Practice researching recruitment and retention strategies for making local government an attractive career option.
- Experience preparing a recruitment strategy for local government with a return-on-investment approach to using the Web and social media platforms.
- Funding sources specific to local government programming and services, and funding distinctions between Federal, State, and Foundation grant programs
- General knowledge of administrative policies specific to local government
- General understanding of workforce diversity management planning.

9. Location of Assignment: 125 East Court Street (Old Jail Bldg.), 3rd Floor, Ithaca, NY.

10. Other:

All interns are required to sign a Waiver and Hold Harmless Agreement that (a) holds harmless Tompkins County, its employees, volunteers, other participants, and elected officials for any bodily injury or property damage that is not the direct result of the negligence of Tompkins County, and (b) requires appropriate handling of any confidential information encountered as part of assigned work responsibilities.