



## Administrative Intern

<b>Department:</b>	Administration	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Administration	<b>Job Status:</b>	Non-Bargaining Unit
<b>Reports to:</b>	Assistant City Administrator	<b>Location:</b>	City Hall
<b>Prepared by:</b>	Assistant City Administrator/HR	<b>Date:</b>	February 11, 2026

### GENERAL DESCRIPTION

The City of Plymouth is seeking an undergraduate or graduate student interested in a career in municipal government administration to serve as an Administrative Intern for the City of Plymouth for the summer of 2026. This individual will work directly with the City Administrator/Utilities Manager as well as the Assistant City Administrator/Community Development Director on various special projects and general government administration. This is an excellent opportunity for a student to learn how municipal government works in Wisconsin and will allow direct participation in it.

### JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Assist City Administration staff on current workload and Common Council directives.
- Research, develop, and implement special projects/policies/ordinances in coordination with City Administration staff.
- Coordination with City Clerk on City social media postings and community engagement.
- Provides input and participates in decision-making in coordination with City Administration on various on-going items.
- May attend events with City Administration staff on behalf of the City.
- Answer emails and questions from citizens. This could include in-person, email, or over the phone.
- Assist in minor code enforcement issues in coordination with the building inspection department, police department, fire department, etc.
- Assist with projects related to government administration, finance, planning, zoning, utilities, and public safety to gain exposure to municipal operations.
- Prepare and deliver presentations to City Council, staff or community stakeholders as assigned.
- Assist with policy analysis, ordinance drafting and coordination with department heads on internal policies.
- Participate in meetings with city staff, constituents, and external stakeholders regarding municipal projects and initiatives.

### OTHER DUTIES

- Other duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to communicate in a professional manner with strong written, verbal, and organizational skills.
- Excellent computer skills with experience in Microsoft Office, Teams, Canva, etc.
- Ability to work both independently and with others.
- Dependability, flexibility, and ability to work well under pressure.
- Ability to work in a confidential manner.

- Openness to learning and growing through the internship experience.

#### **EDUCATION AND TRAINING**

- A high school diploma or equivalent required.
- Must be enrolled in an Associates, Bachelors, or Masters program in communications, political science, or other related field.
- Must be at least 18 years old.
- Must possess a valid Wisconsin driver's license.

#### **WORKING CONDITIONS**

- Environment: Work is primarily inside and sedentary in nature.
- Physical: Primary function requires sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to walk, stoop, bend, kneel, crouch, reach, and twist; to lift (up to 50 lbs), carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; extended periods of time viewing a computer video monitor; to operate automobile; and to verbally communicate to exchange information.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer:** The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.