



# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH SAGINAW COUNTY

## PART-TIME

**Position: Management Intern**  
**Department: Controller's Office**  
**Classification/Salary: \$18.00/ hr.**  
**Approximately 24 hours a week (approximately 5 months)**  
**Date Posted: APRIL 11, 2019**

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## GENERAL STATEMENT OF DUTIES

Under the general supervision of the County Controller/CAO and Personnel Director, will be assigned special projects designed to enhance the general administration and personnel management of the County. Examples of possible assignments include: researching, analyzing and presenting information to and/or on behalf of the Controller/CAO to maintain and enhance County services; developing and composing presentations given by Controller/CAO; performing budget studies of comparable counties, assisting in the development of programs to enhance operations and services; researching collective bargaining agreements of comparable counties and cities; researching, writing and revising County Policies and assisting with a compensation study.

## QUALIFICATIONS

Completion of or within 6 months completion of all coursework required for a Bachelor's Degree in Public Administration, Business Administration or a related field. Current enrollment in a Master's Degree program in Public Administration or Business Administration preferred. Reasonable knowledge or experience to perform complex fiscal analysis. Excellent interpersonal and communication skills. Ability to gather and analyze data from multiple sources and prepare reports. Skills and abilities necessary for both long and short term projects including flexible work habits, ability to prioritize projects and set goals. Working knowledge of computers and software programs. Ability to use tact and diplomacy and understand people from diverse backgrounds. Must possess a valid Michigan Drivers License and have satisfactory driving record.

**INDIVIDUAL MUST SUCCESSFULLY PASS A PRE-EMPLOYMENT DRUG TEST.**

## EXAMINATION PROCEDURE

**Applications will be screened and those best qualified will be interviewed.**

**ORAL INTERVIEW . . . . . 100%**

## APPLICATION PROCEDURE

The position indicated is open for qualified applicants. Applications and resumes are accepted in the Personnel Division of the Controller's Office, Saginaw County Governmental Center, 111 South Michigan, Saginaw, Michigan, 48602, in person, online by mail or fax: 989-790-5566. POSITION OPEN: **UNTIL FILLED**

**EQUAL OPPORTUNITY EMPLOYER**