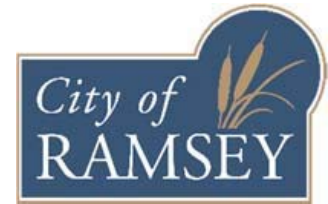


City of Ramsey
Employment Opportunity
Administrative Intern



The City of Ramsey is seeking an Administrative Intern to work in its dynamic, growing community of over 25,000 residents. This position facilitates and/or coordinates multiple ongoing City functions, projects, and events; including, but not limited to the following:

- Assist with planning, coordination, marketing, execution and evaluation of City events; such as: Happy Days, Business Appreciation Golf Tournament, Business Expo, the Draw Summer Event Series, Fall Business Networking Event and various grand opening/ground breaking events
- Serve as Staff Liaison to the Happy Days Committee and as the lead project coordinator for the 2017 Happy Days Festival
- Coordinate the recognition/awards for employees, boards, commissions, council, businesses, etc.
- Improve the interface/communication between the public and City Hall using various social media and web based applications
- Provide administrative support to various City departments and local organizations
- Assist with development of projects relating to the City's Communications Plan

Minimum qualifications include:

- Must be at least 18 years of age
- Must be a current student pursuing a Bachelor's degree in Communications, Business Administration, Community Development, or related field; or recent graduate looking to gain experience
- Must be proficient using computers – word processing, spreadsheet programs, etc.
- Must have excellent written and verbal communication skills
- Must have a valid unrestricted state driver's license with a good driving record

Desired qualifications include:

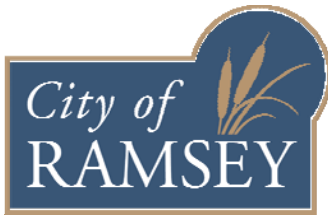
- Experience handling multiple tasks and deadlines
- Customer service experience
- Event coordination/planning experience

The schedule for this position is Monday – Friday from 8:00 am to 4:30 pm beginning in mid to late April and running through approximately mid-September depending on availability and workload.

The 2017 wage is \$12.00 to \$14.00 per hour DOQ. To apply, visit www.cityoframsey.com to download the City's Application packet. Send via US Mail or hand deliver to: City of Ramsey, Human Resources, 7550 Sunwood Drive NW, Ramsey, MN 55303. Questions can be directed to Sue Hurd, at 763-433-9816 or via email shurd@cityoframsey.com. Resumes alone will not be accepted in lieu of the City's application packet. **Application materials must be received by Tuesday, March 21, 2017 at 3:30 pm.** EEO

City of Ramsey's Core Values

Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning.



**APPLICATION FOR EMPLOYMENT
CITY OF RAMSEY**

PERSONAL INFORMATION

Name _____ Email Address _____

Present Address _____
City _____ State _____ Zip Code _____

Permanent Address _____
City _____ State _____ Zip Code _____

Are you 18 years or older? Yes ___ No ___ Telephone _____ Cell: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Required _____

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you been employed here before? Yes ___ No ___ If yes, give date _____

Referral Source: Ad (specify newspaper) _____ Walk in or other _____

Are you now employed? Yes ___ No ___ If yes, may we contact your employer? _____

Are you available to work: FULL-TIME ___ PART-TIME ___ TEMPORARY ___

List hours available _____

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School: _____

College/Trade: _____

Other _____

Special Skills and Qualifications _____

List licenses held relevant to employment: (e.g. Drivers License)

Type: _____ Number: _____ Class: _____ Expiration Date: _____

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

EMPLOYMENT EXPERIENCE - Please list at least three employers (present or most recent employer first).
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

PROFESSIONAL REFERENCES (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

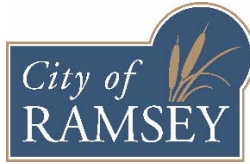
Name	Address	Telephone	Years	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature Date

***The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Equal Opportunity Employer. ***

****The original city application with signature must be received by the position closing date in order to be considered a valid application.****



Administration Intern
Supplemental Questions

THIS MUST BE COMPLETED AND RETURNED WITH ALL YOUR APPLICATION PACKET MATERIALS

Name: _____

- | | | |
|---|-----|----|
| 1) Are you at least 18 years of age or older? | Yes | No |
| 2) Are you a current student in a technical, two year or four year institution? | Yes | No |
| 3) Are you proficient using computers? | Yes | No |
| 4) Do you have excellent written and verbal communication skills? | Yes | No |
| 5) Do you have a valid unrestricted state driver's license? | Yes | No |

6) How many years of experience do you have in the following:

Microsoft Word:	No Experience	1 to 3 years	4 to 7 years	8+ years
Microsoft Excel:	No Experience	1 to 3 years	4 to 7 years	8+ years
Microsoft Outlook:	No Experience	1 to 3 years	4 to 7 years	8+ years

7) Do you have experience in event coordination/planning?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

8) Do you have any experience working in municipal or other governmental environments?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

9) Do you have any experience in providing communications through social media?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

10) Do you have any experience presenting to boards, commissions or groups in a formal setting?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

11) Do you have any experience with customer service?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

12) Do you have any experience as an administrative assistant/support roles?

No Experience 1 to 6 months 7 to 11 months 1+ years

Where was this obtained: _____

13) What are your desired work hours

14) On occasion, you may need to attend bi-monthly City Council meetings, Happy Days Committee meetings or public workshops. These meetings are typically in the evenings, would you be available to attend, provided you had enough advance notice?

Yes No

I certify that all answers to the above questions are true and understand that any false information provided or omission of information from this supplemental application may be cause for rejection or immediate termination from employment.

Name

Date

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Temporary Intern

DEPARTMENT: Administration

POSITION TITLE OF IMMEDIATE SUPERVISOR: Public Information & Events Specialist and Economic Development Mgr./Ass't City Administrator

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

PRIMARY OBJECTIVE OF POSITION:

Responsible for supporting, facilitating, and coordinating various city events and administrative projects for an initial period of up to six months.

RESPONSIBILITIES:

A. Administrative Services:

1. Assist with planning, coordination, marketing, execution and evaluation of City events; such as Happy Days, Business Appreciation Golf Tournament, Business Expo, The Draw Summer Event Series, Fall Business Networking Event and various grand opening/ground breaking events
2. Coordination of recognition/awards for employees, boards, commissions, council, etc
3. Improve the interface/communication between the public and City Hall using various social media and web based applications
4. Provide administrative support to various administrative services staff and local organizations; such as, Happy Days Committee and the Ramsey Foundation

B. Other Duties and Responsibilities:

1. Research and propose innovative pilot programs for cost reductions in all departments. Assist with coordination of performance measurement programs, software and surveys
2. Assist/coordinate various projects; such as: securing a zip code for the City of Ramsey, research future use of the historic Ramsey town hall, completion of City owned land inventory project, projects resulting from the City's communications plan, etc.
3. Support the work of the building division

Administration Intern

Page 1 of 3

- C. Perform other duties as assigned (with the ability and resources of the Administrative Intern)

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age or older
- Must be a current student pursuing a Bachelor's degree in Communications, Business Administration, Community Development, or related field; or recent graduate looking to gain some experience
- Must be proficient using computers – word processing, spreadsheet programs, etc.
- Must have excellent written and verbal communication skills
- Must have a valid unrestricted state driver's license with a good driving record

DESIRED QUALIFICATIONS

- Experience handling multiple tasks and deadlines
- Customer service experience
- Event coordination/planning experience

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of English - spelling, grammar, punctuation, and vocabulary
2. Knowledge of and ability to use computers including word processing and spreadsheet software
3. Ability to communicate effectively orally and in writing
4. Ability to establish and maintain effective working relationships with City staff, elected officials and community members
5. Ability to maintain clear, accurate records of activities
6. Ability to work with minimal supervision

Updated April 2001

Updated January 2011

Updated April 2013

Updated January 2016

Updated March 2017

CITY OF RAMSEY

DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY

APPLICANT'S SIGNATURE

DATE

**CITY OF RAMSEY
ELECTION OF VETERAN'S PREFERENCE**

Name: _____

Do you wish to claim veteran's preference? Yes No

Application for veteran's preference points

Eligibility:

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

Instructions:

You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

Veterans preference application

Veteran: Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Dates of Active Duty: from _____ to _____

Rank at discharge: _____ Type of Discharge: _____

Date of final discharge: _____ Service number: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Type of preference requested: Veteran Disabled Veteran
 Spouse of veteran Spouse of disabled veteran

Signature

Date

Please return this form with your application.

CITY OF RAMSEY
APPLICANT SURVEY

TO ALL APPLICANTS

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:_____

City and State in which you reside:_____

Your age:_____ Your sex:_____

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native _____ Asian and Pacific Islanders_____

Black_____ Caucasian_____ Hispanic_____

Do you have a disability? _____ Yes _____ No

If yes, please identify:_____

If you wish to identify your veteran status, please complete:

_____ Disabled Veteran _____ Vietnam Era Veteran

Referral Source: _____ Ad (please specify)_____

_____ Ramsey Employee _____ Job Service _____ School

Other source:_____

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.