



## STAFF REPORT

DATE: February 16, 2021

**CONSENT**

**TO:** Honorable Mayor and City Council

**AGENDA ITEM:** Authorization to Advertise and Hire Summer Interns

**SUBMITTED BY:** Jake Dickson, Assistant City Administrator

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**BACKGROUND:**

The 2021 budget includes intern positions to assist staff in a GIS capacity and to assist the Finance Department from approximately May through August. This position is temporary and not benefits eligible.

**ISSUE BEFORE COUNCIL:**

Should the Council authorize advertising and hiring of Finance and GIS interns?

**PROPOSAL:**

Similar to 2020, the City Council is being asked to authorize the advertisement and hire of a GIS Intern and Finance Intern.

**FISCAL IMPACT:**

Wages of approximately \$14,200 were approved in the 2021 budget.

**OPTIONS:**

- 1) Authorize advertising and hiring interns
- 2) Do not authorize advertising and hiring for any interns

**RECOMMENDATION:**

If removed from the agenda:

***“Move to authorize staff to advertise and hire GIS Intern and Finance Intern.”***

**ATTACHMENTS:**

- GIS Intern Posting
- Finance Intern Posting

**CITY OF LAKE ELMO**

**FINANCE INTERN**

An Equal Opportunity Employer

**SALARY:** \$11.00 - \$13.00 per hour

**OPENING DATE:** 2/17/2021

**JOB TYPE:** Temporary

**CLOSING DATE:** 3/12/2021

**POSITION TITLE:** Finance Intern

**DEPARTMENT:** Finance

**ACCOUNTABLE TO:** Finance Director

The City of Lake Elmo (Population of approximately 10,500) in Washington County is seeking an Intern for the Finance Department. This individual should be service oriented, organized, and dependable to fill a temporary summer position. Under the general supervision of the Finance Director (or designee), the individual will learn about and assist with the daily finance processes.

The City is seeking a current or past student majoring in the Political Science, Accounting or Finance fields with an interest in Government.

Resumes are strongly encouraged and all applicants must complete an application at [www.lakeelmo.org](http://www.lakeelmo.org). Application materials should be submitted to [jdickson@lakeelmo.org](mailto:jdickson@lakeelmo.org) or mailed to:

City of Lake Elmo

Attn: Jake Dickson

3880 Laverne Ave N, Ste 100

Lake Elmo, MN 55042

Applications must be received by 4:30 PM on 3/12/2021 to be considered.

**CITY OF LAKE ELMO**

**GIS INTERN**

An Equal Opportunity Employer

**SALARY:** \$11.00 - \$13.00 per hour

**OPENING DATE:** 2/17/2021

**JOB TYPE:** Temporary

**CLOSING DATE:** 3/12/2021

**POSITION TITLE:** GIS Intern

**DEPARTMENT:** Public Works/Planning

**ACCOUNTABLE TO:** Public Works Director and Planning Director

The City of Lake Elmo in Washington County is seeking a GIS Intern for the Public Works and Planning Departments. This individual should be service oriented, organized, and dependable to fill a temporary summer position. Under the general supervision of the Public Works and Planning Directors, the individual will learn about and assist with the daily GIS processes. The position will be responsible for performing entry level GIS duties related to data collection, editing, analysis, and map production. The GIS intern will also be integrating CAD files from developments into shape files.

The City is seeking a current or past student majoring in the Geography, GIS, or a related field.

Resumes are strongly encouraged and all applicants must complete an application at [www.lakeelmo.org](http://www.lakeelmo.org). Application materials should be submitted to [jdickson@lakeelmo.org](mailto:jdickson@lakeelmo.org) or mailed to:

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