



## Cooper City Commission Meeting Agenda Item Request Form

**Commission Meeting/Workshop Date:** June 8, 2021

**Requesting Department:** Administrative Services/Administration

**Subject:** Motion to approve the job description for City Interns

**Section:**

*Presentation*

*Consent*

*Regular*

*Discussion*

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**Background and Recommendation (attach backup material to Item Request Form):**

City staff requests the approval of a job description for City Interns. The city would like to take an active role in the knowledge and experience expansion of future local government professionals and leaders in the area. City Interns will work alongside city staff from which they will be able to draw information specific to their course of study while expanding their understanding of local government. An intern may work with a specific department, or through the City Manager's Office, citywide.

According to City Charter, the City Commission must approve all job descriptions and pay plans as recommended by the City Manager. Currently, the position of City Intern is unfunded and not included in the pay plan. The position of intern will be advertised through local colleges, universities and vocational/technical school as a non-paying internship.

The City Manager recommends approval of the job description for City Intern.

**Attachments:**

1. [Job Description](#)
2. [Citywide Internship Program Policy \(09-002\)](#)

**Approvals:**

Finance Director \_\_\_\_\_ City Manager \_\_\_\_\_ City Clerk \_\_\_\_\_

Joseph  
Napoli

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