

City of Watertown Position Description

Position Title	Information Technology Intern
Department	Administration
Division	Information Technology
Pay Grade	Hourly Rate \$10.00 - \$14.00
Classification	Intern or Seasonal
FLSA Status	Non-Exempt
Reports To	Technology Coordinator
Direct Reports	None
Last Updated	08/2025

Job Summary

The City of Watertown is looking for a reliable and curious **High School IT Intern** to support our Information Technology team. This internship is designed to give high school students hands-on experience with computer systems, basic technical support, and how technology helps keep our city running smoothly. The Information Technology Intern works semi-independently and under general supervision.

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodation to be qualified for the position. Other duties may be required and assigned.

The Intern role will perform all or some of the following job duties:

What You'll Do:

- Help set up and organize computer workstations and office equipment.
- Assist with basic troubleshooting for computers, printers, and software.
- Learn how to install software updates and configure devices.
- Support IT staff with inventory tracking and labeling of equipment.
- Shadow IT team members to learn about cybersecurity, networking, and system maintenance.
- Help keep technology areas clean, organized, and ready for staff use.

What We're Looking For:

- A high school student (junior or senior preferred) interested in technology or computer science.
- Good communication skills and a positive attitude.
- Willingness to learn and follow instructions carefully.

- Basic computer knowledge (e.g., using Windows, web browsers, or Microsoft Office).
- Ability to maintain confidentiality and behave professionally in an office setting.

Bonus Skills (Nice to Have, But Not Required):

- Experience building or fixing computers at home or school.
- Familiarity with Microsoft 365.
- Participation in tech clubs, robotics, or STEM programs

In evaluating candidates for this position, THE CITY OF WATERTOWN may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Must be able to lift 50 pounds and stand for 8 hours a day

Work Environment

- Normal working conditions in office and occasional exposure to inclement weather and uneven terrain in field environment

EOE / ADA Statement

The City of Watertown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Watertown will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____