RECRUITMENT ANNOUNCEMENT

Posting Date
March 13, 2017

Department of Public Works (DPW) Assistant
Internship

Closing Date
Open Until Filled

$ 10.00 - $12.00/hour

MICHIGAN
Equal Opportunity Employer
Drug Free Workplace

"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"

The mission of the Public Works Department is to continuously provide excellent services using the most up-to-date equipment, and to protect the safe, clean, and healthy environment that the taxpayers of the City of Troy have come to enjoy. The DPW Assistant will be responsible for the creation of marketing materials to support DPW initiatives and projects.

The DPW Assistant position is part of our Next Professional Development Program and is designed as an internship to expose college students and new professionals to employment in municipal government working in collaboration with Department leaders and specialists in Public Administration, Finance, Marketing, and many other departments within the City.

DUTIES
- Design creative and effective marketing material for the City of Troy Department of Public Works pertaining to the Trails and Pathways initiative, Troy Trolley and Shuttle, the upcoming dog park, and other ongoing projects.
- Gain broad experience in various aspects of marketing including branding, campaign planning and execution, data analysis, and valuable insight into public works functionalities.
- Develop literature to be utilized in the production of newsletters, pamphlets, flyers, brochures, and social media posts.
- Assists with clerical and administrative duties; provides excellent customer service in person and over the phone.
- Develop knowledge of the policies, procedures and specific functions of the Public Works Department.
- Perform related work as necessary.

REQUIREMENTS
- Currently enrolled in a related program at the undergraduate or graduate level. Relevant majors include marketing, public relations, public administration, government, business administration, or other closely related majors.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Excellent written and verbal communication skills.
- A high level of integrity, accuracy, dependability, and confidentiality.
- Proficient in Microsoft Office and strong computer skills including efficient internet searching and social media skills
- Experience using Adobe Creative Cloud, specifically InDesign, is preferred.
- Valid Michigan driver license with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a pre-employment physical including drug screen

HOURS
Up to 20 hours per week, schedule can be flexible. Six month assignment, with possibility to extend to one year.

APPLY
Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed *(i.e. writing "see resume" is not sufficient)*.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.