



HAYS COUNTY JOB POSTING

Job Title	Parks Department Intern	Job Number	657-Intern-071317
Department Head	Development Services Director	Date Open	July 13, 2017
Salary Range Minimum	Unpaid	Application Deadline	Until Filled

THIS IS AN UNPAID FALL 2017 SEMESTER INTERNSHIP

In order to be considered for this job a completed Hays County Application form must be submitted to Hays County Human Resources via: Hand-deliver: 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666; OR Fax: 512-393-2227; OR Email: kim.jeter@co.hays.tx.us; Application forms are available at the Hays County website at www.co.hays.tx.us and can be found as a link within each job posting. Pre-printed forms are also available from the Hays County Human Resources department.

Education and/or Experience

- Currently enrolled in a business program or closely related program of study.
- Experience in secretarial or office/clerical work preferred.
- Experience with personal computers.

Other Qualifications, Certificates, Licenses, Registrations

- Valid driver's license

Knowledge and Responsibilities

- Assist in creating, planning and carrying out a nature themed event at Jacob's Well
- Provide customer service
- Assist in creating, editing, and publishing educational and marketing material for County Parks
- Assist in marketing County parks with social media
- Assist in working with the reservation system and assisting customers with FAQs
- Solid reasoning, analytical, technical, mathematical and language abilities
- Must possess excellent work ethic and ability to self-motivate
- Must be able to multi-task as well as communicate well with clients
- Understands the importance of being a team player

Requisition Notes

The intern shall assist the Development and Community Services Department in completing administrative tasks and projects. Performs a variety of administrative staff work, gradually increasing in level of difficulty and responsibility as the intern receives on-the-job training related to the business, technological, and operational activities.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.