



Warwick Township & Lititz Borough Local Government Intern

General Purpose:

This paid position, up to 40 hours per week, provides an undergraduate student, graduate student, or recent graduate with the opportunity to complement his or her academic studies by gaining practical experience in the administration and operation of two progressive, full-service municipalities. In this position, the Local Government Intern will have the unique opportunity of gaining an understanding of both Pennsylvania Township and Borough governments. The Local Government Internship program has a 100% job-placement record, within three years, for all participants. The initial program is for one year; however, it is extensible on an annual basis, if mutually agreed-upon.

Supervision Received:

Direct supervision will be provided by the Township and Borough Managers and/or an individual or individuals designated by the Township and Borough Managers.

Tasks, Duties and Responsibilities:

- Assist in the implementation of a regional joint strategic plan involving Warwick Township, Lititz Borough, Warwick School District, and other constituent groups.
- Assist with other regional bodies, such as the Warwick Regional Recreation Commission and the Warwick Emergency Services Alliance (WESA), an alliance of four fire and three ambulance groups—the largest in the Commonwealth.
- Assist with the 2012 Update of the Lititz-Warwick Joint Strategic Plan.
- Monitor related pending state and federal legislation.
- Grant research and writing.
- Assist with authoring and editing various publications and correspondence, as well as ordinances amending the Zoning and Subdivision & Land Development ordinances.
- General research.
- Occasional field work, such as monitoring water quality and Warwick's annual municipal separate stormwater system (MS4) inspections.
- Performance of any other related tasks, duties and responsibilities determined and assigned by the Township and Borough Managers and/or his and her designees.

Knowledge, Skills and Abilities (KSAs):

- Theoretical understanding of local government administration and operation and the current issues confronting local government.
- General knowledge of strategic planning principles.
- Proficiency in grant-writing and other technical writing.
- Research skills (traditional and electronic).
- Ability to follow verbal and written instructions.
- Ability to effectively communicate, orally and in writing.
- Ability to establish working relationships with volunteers, elected and appointed officials, and the public.
- Proficiency with word processing, spreadsheet, presentation, database and internet software programs.
- Proficiency with ArcView version 9.x a plus.
- Familiarity with the US Census.

Additional Requirements:

- Must be 18 years of age or older.
- Must possess a valid Pennsylvania Driver's License.
- No felony convictions or disqualifying criminal histories within the past seven years.
- US citizenship.
- Ability to read, write and speak the English language.

Selection Process:

- Submission of letter of interest and résumé.
- Review of résumés.
- Based on résumé review, qualified candidates will participate in an oral interview.
- Selection of a candidate.

Contact:

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