

Management Intern Opportunity



The City of El Dorado seeks a dedicated, highly motivated MPA student with innovative problem solving and analytical capabilities. The Management Intern will play a key role in generating timely solutions to community issues, developing policy, and providing detailed analyses for various municipal departments and functions. The Management Intern will learn about the inner-workings of a municipal government, make a difference in operations and capital projects, and contribute to the organization at the executive leadership level.

Under direction of the City Manager, the Management Intern will be involved in research, analytical work, and managing special projects. The Management Intern will be able to shape their experience based on specific interest areas and will be given an opportunity to provide feedback on the value of the experience they are receiving.

This position is a one- or two-year, full-time benefited fellowship style experience. Opportunity for ongoing, full-time employment with the City of El Dorado will be evaluated at the conclusion of the fellowship.

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MANAGEMENT INTERN JOB SUMMARY

Essential Duties and Responsibilities

- Assists the City Manager with special projects, policy analysis, and research for high-level, municipal issues.
- Conducts customer service/citizen surveys and focus group sessions to enhance municipal service delivery.
- Assists with the preparation of the annual operating budget and capital improvement program.
- Attends regular City Commission meetings and work sessions.
- Attends Executive Leadership Team meetings.
- Opportunities to gain experience and knowledge in various municipal departments and functions.
- Provides general administrative support to the City Manager's Office (i.e., scheduling, responds to emails and phone calls, prepares correspondence, etc.).

Qualifications

- Knowledge of principles, methods, and practices of public administration, municipal finance, budgeting, research techniques, communication, planning, or other closely associated disciplines;
- Excellent written and spoken communication skills;
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting; and
- Applicants must have completed or substantially completed coursework toward a Master of Public Administration or closely related graduate-level degree.

For more information: Contact Haley Remsberg at 316-321-9100 ext. 104 or hremberg@eldoks.com

**To apply online:
Visit www.eldoks.com/jobs**

Compensation and Benefits

The Management Intern compensation range is \$36,940 to \$54,413.

The City of El Dorado offers a variety of employee benefits to regular, full-time employees, such as:

- Medical, Dental, and Vision (up to 75% paid by the City) *
- KPERS (Tier 3) Retirement Program
- Tuition Reimbursement
- Personal and Sick Leave
- Nine Paid Holidays
- Flexible Spending Reimbursement Accounts with PPO
- Other Optional Insurance Plans (i.e., short-term disability, group life insurance)
- Wellness Incentive Program
- Employee Assistance Program
- Discounted YMCA Membership
- City of El Dorado Employee Association
- 457(b) Retirement Account
- Opportunity for merit increase based on annual performance review

Other Benefits:

- Flexible Scheduling at the Discretion of Supervisor
- Option for Occasional Remote Work
- "Dress for Your Day" Clothing Policy
- ICMA and KACM Memberships Paid
- ICMA and KACM Annual Conferences Paid



COMMUNITY PROFILE

Situated at the foot of the Flint Hills near Wichita, Kansas, the City of El Dorado (population 13,000) boasts the best of the outdoor, rural setting and the fast-paced amenities of the urban environment.

El Dorado is home to the Butler Grizzlies of Butler Community College and boasts two great public school districts in USD 490 – El Dorado and USD 375 - Circle. The City provides numerous outdoor recreation opportunities to enjoy such as the 18-hole Prairie Trails Golf Course, BG Products Veterans Sports Complex, El Dorado Disc Golf Course, Sam Binter Tennis Court and Pickleball Complex, El Dorado Bike and Pedestrian Trail, and fourteen parks.

El Dorado Lake, in close proximity to El Dorado, hosts the Walnut Valley Sailing Club, Shady Creek Marina, and El Dorado Shooting Club. The Kansas Department of Parks, Wildlife, and Tourism operates over 1,000 acres of wildlife preserve and outdoor amenities for those who enjoy boating, fishing, hunting, horseback riding, hiking, biking, or just getting outside to get fresh air.

El Dorado intersects I-35, US-54, US-77, and K-254, providing convenient connection to Wichita (35 mi), Kansas City (175 mi), Oklahoma City (184 mi), and beyond. Access to El Dorado may also be reached by air via the Captain Jack Thomas Municipal Airport. The closest commercial airport, Eisenhower National Airport, sits only forty-five minutes from El Dorado.

Area Attractions

- Coutts Museum of Art
- Kansas Oil Museum
- El Dorado Fun Center
- Walters' Pumpkin Patch
- Local boutiques and gift shops
- Local dining favorites

In close proximity to Wichita, with a variety of:

- Performing arts, including ballet, melodrama, opera and more
- Outdoor activities, including a zoo, wildlife park and nature center
- Sports and recreation, including pro sports and college sports

MUNICIPAL PROFILE

An at-large, five-member City Commission governs El Dorado primarily through the hiring of a city manager who oversees the day-to-day management of the municipal organization. The city manager is responsible for implementing policy established by the City Commission. The municipal organization includes 135 employees, organized into nine departments, who strive to provide excellent municipal service to the community.

The City's \$32.4 million annual budget provides resources for the provision of public services, including law enforcement, fire protection, street maintenance, snow removal, storm water management, refuse collection, water and sewer treatment, development regulation, code enforcement, municipal court, park maintenance, and recreation programming. S&P rates the City's G.O. bonds as "AA-, stable" based on the very strong financial capacity of the City and its ability to meet its financial commitments.

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