



## Local Government Academy

# 2019 Municipal Intern Program

## STUDENT GUIDELINES

The Local Government Academy Municipal Intern Program was established in 1995. The purpose of the program is to provide a service to municipal government by placing graduate and undergraduate students in a full-time summer internship focused on a particular municipal issue. The internship provides students valuable, real-world public sector experience. Internship projects could concentrate on financial management, geographic information systems, capital improvements, comprehensive planning, personnel administration, zoning ordinance update, computer systems analysis, or other regional issues. This year, each intern will also evaluate and make improvements to organizations website and social media accounts to improve engagement with their communities. *Placement sites for the internships are located within Southwestern Pennsylvania municipalities, municipal authorities, and Councils of Governments.* **Up to 13 internships will be available for the summer of 2019.** Internship project details and placements locations are available at [localgovernmentacademy.org](http://localgovernmentacademy.org).

### Interns will benefit from:

- ❖ **Practical, significant experience in local government**
- ❖ The opportunity to test skills
- ❖ Completion of a quality project, and **copies of reports to supplement your resume**
- ❖ Experience in interpersonal communication, group dynamics, and organizational politics
- ❖ Networking with local government practitioners and other interns. **Contacts for possible future employment**
- ❖ The opportunity to learn from others through coaching, supervision and mentoring
- ❖ Experience gained from **bridging the gap between the academic and professional worlds**

### The Program Involves:

- ❖ LGA identifying and developing **meaningful projects** to benefit the intern and placement site
- ❖ LGA coordinating the placement of the interns through an **Intern Fair** with graduate and undergraduate students at local universities and colleges. Providing students with valuable interview experience and facilitating a quality match between the intern and the municipal project
- ❖ One intern **development session** for participating students to gain knowledge, get to know each other and learn about each other's projects
- ❖ Monitoring the projects and assuring ongoing evaluation by site supervisors and interns

**SELECTION:**

Sample Criteria for Intern Selection:

- ❖ Superior academic credentials, effective interpersonal skills, strong writing & computer skills
- ❖ Past work or applicable volunteer experience
- ❖ Interest in or familiarity with local government, budgeting, planning, computer systems, or other applicable areas
- ❖ Self-motivation and ability to work well with minimal supervision
- ❖ The program is for undergraduate and graduate students. Students continuing their education after the internship are eligible. Students who have completed their degree are ineligible unless they can document enrollment in a graduate level program.

Municipal Intern Program Process:

- 1) Internship placement sites will be announced March 12, 2019. A committee selected by the Academy will rank projects for inclusion in the program based on the following criteria:
  - ❖ Overall benefit of the completed project to the municipality
  - ❖ Application of skills learned in the classroom and significant experience to be gained by the student in completing the project
  - ❖ Level of supervision and mentoring available to the intern
  
- 2) **The Municipal Intern Fair will be held on March 27, 2019 at University of Pittsburgh's William Pitt Union ([map](#)) from 12:00-2:30 PM. Students are encouraged to register in advance; however, walk-ins are welcomed.** Resumes for pre-registered student will be provided to the selected organizations ahead of time.

At the Intern Fair, candidates from all schools will have the opportunity to learn about each project and select multiple projects in which they have a particular interest. Students should bring at least ten (10) copies of their resume to the Intern Fair. Students are strongly encouraged to attend because they will have an opportunity to speak with the selected municipalities, authorities, and/or council of government representatives personally.

- 3) The Academy will facilitate a quality match between the project and interested candidates. Placement sites will be given a list of interested candidates and their resumes and will conduct individual interviews. Interviews should take place throughout the month of April.
  
- 4) Communities participating in the Municipal Intern Program are responsible for selecting and hiring their student intern.
  
- 5) Students will work full-time (40 hours per week) for twelve weeks, beginning in May and ending no later than August 30th. (Due to the variety of schedules of schools and individuals involved, we do not mandate specific starting and ending dates.) **Interns will be paid by the placement site and will be compensated at an hourly rate of \$10.00 for graduate students and \$9.00 for undergraduate students. Any student placed within an Act 47 distressed municipalities will earn \$11.00 per hour.**

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- 6) A **Recognition Luncheon** and certificate ceremony will be held on August 8, 2019 to recognize the students and projects completed. The Luncheon is attended by funders, elected and appointed officials from counties, and PA governments, Local Government Academy board members, and municipal representatives interested in recognizing the efforts of the interns. For the benefit of the guests, a student and/or municipal supervisor may be asked to speak at the luncheon about how the internship program served them. Digital photos should be taken throughout the internship. Approximately 10 photos will be needed for a luncheon slideshow showcasing the interns.

**DEVELOPMENT SESSION:**

One intern development session is scheduled to take place during the internship. This session provides information about developing leadership and problem solving abilities, the skills and knowledge needed for successful interviewing in the public sector and what jobs are available, and give interns the opportunity to network with other interns through activities and projects. The placement site will excuse the intern from a day of work to attend this development session. The date of the Intern Development Session is July 12, 2019.

**EVALUATION:**

Intern Evaluation:

In order to ensure that the internship experience is as valuable as possible, interns will be evaluated much like a municipal employee in a similar position. While regular interaction and discussion with supervisors is critical, formal evaluations will take place at the mid-point and the end of the internship.

Final Report:

**A final report will be required at the end of the internship** in order to evaluate the effectiveness of the program to the student interns. (This report is in addition to any internship requirements your school may have.) The report should be three to five pages in length and should describe the internship project, actual duties performed, what was learned, the benefit of participating in the Municipal Intern Program, and any changes the intern would suggest for the program. Supporting documentation and photos are encouraged.

**If you have any questions about the LGA Municipal Intern Program visit our website or contact:**

Local Government Academy  
1501 Preble Avenue, Suite 202  
Pittsburgh, PA 15233  
Telephone: (412) 586-5659  
E-mail: [info@localgovernmentacademy.org](mailto:info@localgovernmentacademy.org)

**[www.localgovernmentacademy.org](http://www.localgovernmentacademy.org)**

### **Comments from Past Intern Supervisors**

"Once again, we have an intern that has gone above and beyond the original scope of the project. Liz's knowledge and enthusiasm with all of the projects assigned to her has been a great asset to our community."

Connie Rosenbayger, Secretary, East McKeesport Borough

"Aaron has done an excellent job for us—his diligence to the project has been gratifying—but his willingness and enthusiasm to learn other aspects of municipal government has been an asset as well."

Mary Zacheral, Supervisor, Clinton Township

David has shown an aptitude to adapt to assignments. We have given him a variety of issues to address and he has shown a keen ability to adjust to the area of need. That will serve him well in local government, where the needs are diverse."

Jodi Noble, Manager, Chartiers Township

"Steve is a very motivated person...He is fully committed to producing a quality report that will help to shape future policies and programs in the City of New Castle."

Christy Santangelo, Financial Officer,  
Department of Community Development, City of New Castle

"Jeremy has been instrumental with our new records management system and is working hard to understand the system. He continues to find solutions to system problems so that our staff will be able to work with the system in an efficient manner."

Christina Walker, Administrator/Secretary-Treasurer, Washington Township

"John has met, and in most cases, exceeded our expectations. He has taken a keen interest in every aspect of local government. John has been a great asset to our city this summer and we have no doubt that he will succeed in the public sector."

Scott Andrejchak, Former Finance Director, City of Clairton

"Our intern has been able to take our project and 'run with it' to a level that far exceeds our expectations for an undergraduate student. Work is at the graduate school level . . . Lindsay is well organized and works to a high degree of output with a minimal amount of supervision . . . Extremely motivated."

Jeanne Creese, Former Township Manager, Collier Township

"John has been a great asset to North Franklin Township. He is self-motivated and pro-active. He is not afraid to offer suggestions and/or interject his view on Township matters. I think his experience here at North Franklin Township will benefit his future in local government. He has been a tremendous help this summer."

Jackie M. Kotchman, Secretary/Treasurer, North Franklin Township

"It has been an honor and a privilege to work with Julie during her tenure as intern with County Council. She is a strongly self-motivated, creative and enthusiastic person with unlimited energy. Julie's steady dedication to the completion of her projects has truly benefited the development of our office. Her strong work ethic, along with her keen sense of humor and pleasant personality, has earned her the respect and friendship of both Council and members of staff."

Joe Catanese, Director of Constituent Services, Allegheny County

"Ethan has conducted himself in a very professional manner. Ethan has adapted well to working within the parameters of the local government sector. He is enthusiastic towards the project assignments and asks pertinent questions. He has been well-received by our municipal managers."

Wayne Roller, Executive Director, North Hills Council of Governments

## Comments from Past Interns

"When it comes to the day-to-day operations of local government, I have learned that local government is close to the people and their focus and mission is to provide daily operations and services to the community, making it a safe and thriving place to live and work."

Aaron Henry, Waynesburg University  
Clinton Township, Butler County

"As an intern through LGA's summer program, my experiences on this project are teaching me that the work of local government is more than just managing the status quo. Local government work requires significant creativity and "sticktoitiveness" in the face of seemly insurmountable issues."

Luke Taylor, Carnegie Mellon University  
Homestead Borough, Allegheny County

I have learned that everyday will not have the same challenges as the previous one had. Looking around the office, I have learned that what happens in Harrisburg has a huge influence on our day-to-day operations. Also, the work that Washington Rides does, although it is often thankless, is extremely vital to many throughout the community."

John Lubarski, University of Pittsburgh  
Washington Rides, Washington County

"Working with Jackson Township has provided me with a fantastic opportunity to work on numerous, necessary municipal projects. My manager exposed me to projects with zoning ordinances, comprehensive plans, community development corporations and an overall experience that will help me be a good team member in any new endeavors to come."

Anthony Ascioffa, University of Pittsburgh  
Jackson Township, Butler County

"I am grateful for the wide range of learning opportunities that I have been provided in my time with the Township of Hampton and the North Hills Council of Governments and am confident that the work that I have done in this position will be invaluable in future roles in municipal government."

Rachel Bartkowiak, Indiana University of Pennsylvania  
North Hills COG, Hampton Township, Allegheny County

"This project has provided me with a great opportunity to learn about property laws, the foreclosure process, blight mediation and municipal ordinances. I have truly enjoyed this experience and believe that my knowledge will help me in my career field."

Sarah Stroney, Carnegie Mellon University Heinz College  
East McKeesport Borough

"I have learned that efficiency is invaluable in local government, especially considering staffing and other limitations. I am grateful for having the opportunity to help the City of Washington establish a successful, beneficial ordinance."

Sarah Wheeler, Waynesburg University  
City of Washington

"To gain a real appreciation of how a local government works, nothing beats actual experience and exposure to the people, communities and processes that make it up."

Larry Chan, Carnegie Mellon University Heinz College  
Castle Shannon Borough