



## Borough of Oakmont

767 Fifth Street  
Oakmont, Pennsylvania 15139  
412-828-3232

### INTERNSHIP ANNOUNCEMENT

The Borough of Oakmont is offering a great opportunity for an incoming or current graduate student in Public Administration, interested in gaining experience and exposure to local government management. Preference will be given to candidates who are in an MPA program with a local government concentration and who participate in an ICMA student chapter.

The individual selected for the internship will spend approximately three months (summer) working closely with the Borough Manager, and Assistant Borough Manager, on a broad range of local government management issues including municipal service delivery, human resource management, and community development. Additionally, the candidate will be exposed to a wide range of municipal services including, the library, parks, public works, and public utilities. The position will be paid at the rate of \$15 per hour at 32 hours per week.

#### **PRIMARY RESPONSIBILITIES:**

Analyze data from the Oakmont Water Authority billing system, and compare the data against garbage and sewage billing services to identify missing customers in those billing systems.

- Create and maintain a database containing the data collected from the garbage and sewage billing information. Database must be able to be maintained easily by department personnel once internship is over.
- Near the end of the internship, the intern will prepare a presentation for Council Members, using Power Point, or some other means, to show how the data collected was used to accurately bill the residents of Oakmont for garbage and sewage services. The data collected will help with future trash collection contract negotiations.
- In addition to data analysis, the intern will shadow the Borough Manager, and Assistant Borough Manager, to understand the day-to-day operations of Municipal Government.
- Internship benefits include learning increased municipal efficiencies through database development, management, and enhancement.

To apply for this internship position, please email a cover letter and resume to, Phyllis J. Anderson, Assistant Borough Manager, at [assistant@oakmontborough.com](mailto:assistant@oakmontborough.com). Application deadline is April 22, 2022.