



**2019 Internship Program**

**Office of the Chief Administrative Officer**

## Description

The general objectives of the SDG Internship Program are:

- To provide a qualified individual with exposure to operations and decision-making processes across the services provided by the County and its member municipalities;
- To produce at least one (1) major report on a topic of importance to the County or its member municipalities;
- To develop an individual who may consider a career in local government either in SDG or elsewhere in the municipal sector. There is an acute and growing need to recruit young individuals into the municipal sector, as experience personnel retire.

The Intern will be attached to the CAO's office and will report directly to the CAO. Over the course of the internship the CAO and each Director will allow the intern to "shadow" each of the senior management team to gain an understanding of the operational priorities and decision-making processes in their respective Departments.

The intern will be required to complete at least one (1) major project on a topic of importance to the County and/or its 6-member municipalities. While the subject of the report will be determined via consultation with the intern and County staff, **potential** 2019 topics include:

- Working with the County IT Director on the implementation of the IT Services MoU;
- Working on a process to be granted delegated authority for delegated MOECC approvals (e.g. storm sewer works);
- Developing a business case to support the engagement of an Assistant County Engineer position (existing vacant position);
- Exploring options for the enhancement of County land use planning services;
- Reviewing waste management practices (collection, disposal, recycling, etc.) across County municipalities;
- Working with the Training and Emergency Management Coordinator updating the County's business continuity plan (BCP);
- Review of the County's accessibility program per the AODA;
- Developing an e-tendering process;
- Drafting Department SOP's where non-existent or outdated.

Advanced communication, presentation, report writing and organizational abilities are required. Computer skills, creativity and public engagement skills are also important to be successful in the position.

**Duration:**

The duration of the internship is flexible depending on the schedule of the successful applicant. It is anticipated that the internship will commence by May 1<sup>st</sup> and end when the incumbent returns to their studies, or at the end of 2019 if the incumbent is a recent graduate.

**Remuneration:**

The position will be paid approximately \$27.24 per hour, based on a 35-hour work week. This is commensurate with the Step 1 remuneration for Administrative Assistants throughout various County Departments. Only statutory benefits will be paid (e.g. EI, CPP, EHT).

**Key Responsibilities:**

- Ability to conduct focused research including literature reviews and interviews
- Advanced written and oral communication skills
- Advanced soft skills, to facilitate appropriate dialogue with County staff, elected officials, members of the public, etc.
- Experience in developing and delivering presentations
- Advanced computer literacy
- Sound knowledge of County policies, practices and procedures
- Keep complete and accurate records of all work activities
- As required, work independently or in a team environment to ensure coordination between concurrent activities
- Perform other duties as assigned by the CAO

**Qualifications:**

- Enrolled in a recognized university or community college, or within one (1) year of graduation from a degree or diploma program at a recognized university or college.

**Question and expressions of interest, including a 1-page cover letter and CV, should be directed via email or telephone to Mr. Timothy Simpson, Chief Administrative Officer, at [tsimpson@sdgcounties.ca](mailto:tsimpson@sdgcounties.ca) or 613-932-1515 x 202 no later than Friday, February 15<sup>th</sup>, 2019.**