

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN – PURCHASING SERVICES INTERN**

Spec No. 9201

### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

### **BASIC FUNCTION**

Provide administrative, research and analysis support to Snohomish County's Purchasing Services Division.

### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

1. Assists with special projects; conducts research and provides information to interested parties; undertakes research and analysis projects as assigned.
2. Assists with maintaining positive business partnerships with current suppliers; may interview potential suppliers to learn about their organization, products and services offered.
3. Assists with developing and maintaining forms, databases and documents necessary to support the County purchasing process.
4. Assists with maintenance of bidders' lists, small works roster, and other sourcing documents.
5. Researches, analyzes and recommends improvements for the Purchasing Guidelines, Purchasing Manual, Best Practices, and Purchasing Division webpages.

### **STATEMENT OF OTHER INTERNSHIP DUTIES**

6. May assist with developing data entry standards for using the purchasing module of County financial systems.
7. Performs related duties as required.

### **MINIMUM REQUIREMENTS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of current college enrollment. Must be currently working towards a degree in accounting, purchasing, business administration, information technology, marketing, contracts or closely related field.

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### **PREFERRED QUALIFICATIONS**

Proficiency in Microsoft Word, Access and Excel is desired. Experience in using an automated financial system and clerical support experience, preferably in a public procurement setting.

### **KNOWLEDGE AND ABILITIES**

Increase Intern Knowledge of:

- the organization, structure and function of county government
- research and analysis techniques
- public purchasing processes and procedures
- automated financial systems
- proper English, spelling, grammar, punctuation and work usage
- business writing and report preparation
- maintaining required records and prepare necessary reports
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines
- computer and software technology

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- prepare clear and concise written reports and presentations
- prioritize and resolve work-related problems
- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public

### **SUPERVISION**

Interns receive direction from a Purchasing professional as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

### **WORKING CONDITIONS**

The work is performed in the usual office environment with two (2) plus hours daily on the computer.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 2015  
Revised: June 2018  
EEO Category: 6 – Administrative Support  
Intern Wage: \$14.00/hour  
Workers Comp: 5306 Non-Hazardous