Unified Government of Wyandotte County/Kansas City, Kansas

MANAGEMENT INTERN

The Unified Government of Wyandotte County/Kansas City, Kansas was formed on October 1, 1997 based on a citizen vote to consolidate the operations of the City of Kansas City, Kansas and Wyandotte County, Kansas. Wyandotte County/Kansas City, Kansas is located at the confluence of the Kansas and Missouri Rivers and at the crossroads of two transcontinental interstate highways. Wyandotte County/Kansas City, Kansas is home to the NASCAR Kansas Speedway, Sporting KC Major League Soccer Team, T-Bones Minor League Baseball Team, and two new office towers for the Cerner Corporation. Adjacent to these venues, Village West development brought retail and entertainment featuring Cabela’s, Nebraska Furniture Mart, Great Wolf Lodge, Phoenix Legends 14 Movie Theater, and a host of other establishments. Outside western Wyandotte County, Kansas City, Kansas is home of two large railroad-switching yards and several truck freight companies. Within other geographical areas in Wyandotte County/Kansas City, Kansas are the University of Kansas Medical Center which has earned the National Cancer Institute designation and a state-of-the-art General Motors facility. Wyandotte County/Kansas City, Kansas has an estimated population of 160,384 citizens and it covers 155.7 square miles.

Job Summary

The Unified Government is offering a great opportunity for a committed, team oriented, and highly motivated MPA graduate to join the County Administrator’s Office as a Management Intern. This is a full-time position (40+ hrs. per week). The duties and responsibilities are designed to further prepare the incumbent for a successful career in local government. The selected candidate will perform a variety of developmental-level professional administrative work, research, and analysis in support of the County Administrator’s Office. The work performed will be highly visible and have a direct impact on the organization. Typical assignments/projects will involve public relations, civic education programs, internal/external committees, the operating and capital budget, legislative activities, and administrative tasks as requested. The intern will gain exposure to innovative best practices in our award-winning organization, through a departmental rotation in the County Administrator’s Office, moving to a select operational department, and then rounding out the experience in the Budget Office. The internship will begin May 30, 2019 and will end May 27, 2020.

Job Description

Under the direction of the County Administrator’s Office the Management Intern performs developmental-level professional work for the County Administrator’s Office and participates in and leads a variety of projects contributing to the continued success of various organization-wide initiatives.

- Perform developmental-level professional administrative work, research, and analysis in support of the County Administrator’s Office as directed.
- Interact regularly with personnel from other departments to ensure effective interdepartmental communication and maximize operational effectiveness.
- Respond to citizen inquiries/requests and resolve issues within assigned scope of responsibility in a timely manner; referring more complex issues to the Assistant County Administrator for resolution.
- Assist with developing and implementing projects and programs impacting one or more departments.
- Attend and participate in regular organizational Commission and Standing Committees as directed which may also require working evenings.
Skills
Ability to organize, direct, and coordinate projects and meetings; handle confidential information in a sensitive manner; excellent oral and written communication skills; handle multiple demands and competing priorities; work independently after receiving initial guidance; basic mathematical skills; analyze data using Microsoft Excel; meet and deal tactfully with the general public, elected officials, vendors, employees and citizens.

Knowledge
General knowledge of municipal governments, city regulations/codes, and ordinances; proficiency with PCs and computer software and applications; general operating knowledge of office equipment including photocopier, telephone, calculator, shredder, etc.

License
Valid Driver’s License

Minimum Qualifications
Master of Public Administration (or student who has completed all MPA coursework by July 1) or equivalent degree. The ideal candidate will have a general knowledge of municipal government operations and be proficient with Microsoft Word, Excel, Power Point, and related applications.

Benefits
Health, Dental, Vision, Life Insurance; Deferred Compensation – ICMA-RC (optional) and KPERS; 80 hours of PTO (will not be payable at the end of the internship program); 11 paid Holidays per year.

Salary
$32,000/yr.

How to Apply
Applications/Resumes, Cover Letter, and Three Professional Reference must be submitted no later than 5:00 p.m. CST, February 20, 2019. Successful candidate will undergo a conditional offer of employment, criminal history check, and pre-employment physical and drug screen. Please direct any questions regarding the internship program to Human Resources at 913-573-5660. Please submit applications and resumes to:

Unified Government Human Resources Department
701 North 7th Street, Rm. 646
Kansas City, KS 66101
or email to jobs@wycokck.org

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer
Wyandotte County/KCK
Community Profile

While many cities are known for their expanding skylines, action-packed nightlife, and bustling communities, Kansas City, Kansas has all of that incorporated into a small, diverse, and family oriented community. It has some of the big city amenities with a small-town down-home appeal.

Kansas City, Kansas is the third largest city in the state of Kansas and is the county seat of Wyandotte County. The City and County have seen tremendous growth in economic development over the past 20 years and the success continues to breed even more success for our community.

Wyandotte County citizens set the stage for today’s economic development successes in 1997 when they overwhelmingly agreed to consolidate the county government and City of Kansas City, Kansas government. The community was suffering from years of economic hardships and decline. Citizens were ready for a rebirth. The new form of government was the beginning of the landmark renaissance in the community.

The fresh political dynamic created by consolidation allowed the community to take new, bold approaches to many issues, including economic development. Soon after the Unified Government was launched, the economic development opportunity of a lifetime landed in Wyandotte County. The Kansas Speedway and Village West developments are the most successful economic developments ever built in the State of Kansas, turning mostly undeveloped land into one of the most popular tourist, shopping, and entertainment attractions in the Midwest.

Village West has over a hundred businesses and restaurants that employ nearly 6,000 people. They generated over $600 million in retail sales producing over $40 million in local and state sales tax collections. The current real and personal property taxes levied on Village West are just over $11 million. Before the development was built, that same land area produced only $209,000 in annual property taxes.

Great Wolf Lodge, an indoor waterpark resort, was the first hotel. Other Village West hotels soon followed, including Hampton Inn, Holiday Inn Express, Country Inn, and Chateau Avalon. Chateau Avalon is a unique hotel where every room is decorated in a different destination theme. It has been acknowledged by Expedia.com as among the top one percent of hotels worldwide. The most recent developments include an 18,000 seat multipurpose soccer stadium for Sporting KC, Kansas City’s Major League Soccer team, the office expansion of Cerner Corporation and internal headquarters of Dairy Farmers of America and Holly Casino.
The synergy generated by the Kansas Speedway and Village West is also creating new destination tourism attractions. Pinnacle, a new state of the art soccer training facility opened nearby in 2018. This facility houses the coaching team for US Soccer who train and certify hundreds of soccer coaches from around the nation at this location. Our US national men’s, women’s and youth teams will train at this location throughout the year and this is also the official training location for Sporting KC.

In 2017, the Wyandotte Economic Development Council reported a total of 38 new projects totaling $414 million in capital investment and 2,519 new jobs. Projects highlighted are the $65 million expansion of the PQ Corporation’s facility and the $165 million American Royal Complex. The American Royal Complex will include show arenas, agricultural education museum, and hotel and office space.

Other recent developments include the 39th and Rainbow redevelopment, Central Industrial Park, Village West Luxury Apartments, Delaware Highlands Residential Area, and the redevelopment of Wyandotte Plaza. Recently completed projects include the new Dairy Farmers of America Headquarters, construction of a new auto mall in western Wyandotte County, a US Soccer training facility, and Prairie View Apartments.

Community highlights include high rankings for job creation, known as a business-friendly city and a resident demographic that does not have an ethnic majority. Amazon, Sara Lee Corp, General Motors and Kellogg’s are just a few of the nation’s leading and innovative companies that have chosen Kansas City, Kansas and Wyandotte County as their home.

Kansas City has four school districts that provide services to public and private students living in Wyandotte County. The Kansas City, Kansas Schools is the largest school district and consists of 49 schools. In 2012, KCK was named one of America’s Promise Alliance’s 100 Best Communities for Young People presented by ING.

Regardless of your interests – history, concerts, family fun, or dozens of other activities – Kansas City, Kansas provides access to a huge variety of fun and fascinating attractions. For more information about Kansas City, Kansas, visit the Kansas City, Kansas Chamber of Commerce or the KCK Convention & Visitors Bureau websites.
Vision/Mission/Values

Our Vision:
Uniquely Wyandotte – a vibrant intersection of diversity, opportunities, and distinctive neighborhoods. An engaged community: healthy, fulfilled, and inspired.

Our Mission Statement:
The Mission of the Unified Government is to deliver high quality, efficient services and be a resource to our residents. We are innovative, inspired public servants focused on our community’s wants and needs.

Our Values:
- Service Delivery
- People Centered
- Decision Making
- Resource Management

Our Key Elements:
Safe, Healthy, and Diverse Neighborhoods:
- Reduce Blight
- Increase Safety and Perception of Safety
- Increase Community Health

People Participate and Prosper:
- Increase Economic Prosperity for All Citizens
- Improve customer Service and Communication
- Increase Community Cohesion