

# City of Philadelphia: Office of the Chief Administrative Officer

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Role: Chief Administrative Office Intern

## Company Description

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

## Agency Description

The Office of the Chief Administrative Officer (“CAO”) works to modernize city government and improve the efficiency and effectiveness of City services. We focus on innovating and strengthening the city’s administrative functions and enabling resident-facing departments to evaluate, plan, and continually improve their service delivery.

The following departments and functions report to the CAO: Human Resources and Talent, Office of Innovation and Technology, Procurement, Fleet, Public Property, Records, Office of Administrative Review, Bureau of Administrative Adjudication, Open Data and Digital Transformation, and Contracting.

## Job Description

The CAO Intern will assist the Assistant Chief Administrative Officer on projects that transform and modernize government services. This position will provide support in data analysis, process improvement, and financial analysis.

## Essential Functions

Projects will hinge on supporting the CAO’s initiatives around improving efficiency and effectiveness across the City. This will include data analysis, financial analysis, and research around processes in the departments under the CAO. Work will focus on supporting process improvement projects in the areas of Public Property, Records, Procurement, Fleet Management, IT, HR and other administrative functions.

## Competencies, Knowledge, Skills and Abilities

- Excellent time management and organizational skills
- Knowledge of Business Process Management
- Experience working on process improvement or change management projects

- Ability to effectively manage multiple projects, tasks, and priorities
- Proficiency in Microsoft Office, particularly Excel
- Ability to schedule and complete work with limited supervision
- Experience conducting interviews and focus groups a plus
- Excellent written and oral communication

#### Qualifications

- Currently pursuing a **graduate** degree preferably in Business, Public Administration, Public Policy, Political Science, Finance/Accounting, Economics, or related field

#### Additional information

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

#### To Apply

Apply through the City of Philadelphia official job [posting link](#).

This internship begins late January and continues through late April.