

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASS TITLE: Intern

CLASSIFICATION: Temporary / Part-Time / Non-Exempt

SAFETY SENSITIVE: No

DEPARTMENT: Finance

DATE: August 24, 2026

GENERAL PURPOSE

The AMAFCA Internship Program provides students and emerging professionals with meaningful, career-related work experience while developing a pipeline of talented individuals with knowledge of public service and AMAFCA's operations.

Interns work within an assigned department on defined projects, processes, research, analysis, field activities, or other professional assignments related to their area of study or career interests. Each internship is supported by an approved Internship Work Plan identifying learning objectives, substantive assignments, expected work products, and opportunities for professional development.

Internships are intended to provide meaningful learning and development opportunities while producing useful work for AMAFCA. Intern positions are not intended primarily to provide general clerical or administrative support.

SUPERVISION RECEIVED

Works under the general guidance and direction of an assigned Department Director, manager, supervisor, or designated mentor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements describe the general nature of work performed by AMAFCA interns. Specific responsibilities will vary by department and will be identified in the Internship Work Plan.

1. Participates in meaningful projects and assignments related to the intern's academic studies, professional interests, and assigned AMAFCA department.
2. Conducts research, gathers and analyzes information, evaluates processes, and assists in developing recommendations.
3. Assists with professional work performed within the assigned department, which may include financial analysis, procurement, administration, human resources, engineering, planning, geographic information systems, operations and maintenance, stormwater quality, project management, public information, or other AMAFCA functions.

4. Develops spreadsheets, reports, presentations, maps, process documentation, analyses, correspondence, or other work products associated with assigned projects.
5. Learns and appropriately uses AMAFCA systems, policies, procedures, and professional practices applicable to the assigned department.
6. Participates in meetings, project discussions, site visits, field activities, training, or other opportunities to gain exposure to AMAFCA operations and public-sector careers.
7. Works collaboratively with AMAFCA employees and, as appropriate, consultants, contractors, governmental partners, members of the public, and other stakeholders.
8. Assists with documenting and improving business processes, workflows, procedures, or operational practices.
9. Manages assigned projects and tasks, including communicating progress, meeting established deadlines, maintaining appropriate documentation, and seeking guidance when necessary.
10. Produces defined work products or project deliverables identified in the Internship Work Plan.
11. Participates in periodic progress reviews with the assigned supervisor or mentor to evaluate learning objectives, assignments, accomplishments, and professional development.
12. Performs reasonable administrative tasks associated with assigned professional work; however, administrative support will not constitute the primary purpose of the internship.
13. Complies with applicable AMAFCA policies, safety requirements, confidentiality requirements, and standards of professional conduct.
14. Performs other related duties consistent with the purpose and developmental objectives of the internship.

QUALIFICATIONS

Education and Experience Required

1. Currently enrolled in, recently graduated from, or preparing to enter an accredited undergraduate, graduate, technical, vocational, or other educational program relevant to the internship assignment.
2. Demonstrated interest in a field related to AMAFCA's work or in public-sector service.
3. Any combination of education, training, volunteer experience, employment, or other experience demonstrating the ability to successfully perform assigned internship responsibilities.

Education and Experience Preferred

1. Coursework, training, employment, volunteer experience, or other demonstrated experience related to the assigned department or internship project.
2. Minimum cumulative GPA of 3.00 preferred
3. Academic standing and qualifications appropriate for the internship assignment.

Necessary Knowledge, Skills, and Abilities:

1. Effective written and verbal communication skills.
2. Ability to work collaboratively and independently as appropriate.
3. Critical thinking, problem-solving, and analytical skills.
4. Ability and willingness to learn new concepts, processes, technologies, and professional practices.
5. Organizational and time-management skills.
6. Ability to conduct research, analyze information, and communicate findings.
7. Basic proficiency with commonly used computer applications and ability to learn additional systems and technology applicable to the assignment.
8. Ability to accept feedback, ask questions, demonstrate initiative, and progressively assume greater responsibility.
9. Ability to maintain confidentiality and exercise appropriate professional judgment.

INTERNSHIP DEVELOPMENT REQUIREMENTS

Each internship will have an approved Internship Work Plan established at or before the beginning of the assignment. The Work Plan will identify:

- Primary projects and responsibilities;
- Learning and professional development objectives;
- Expected work products or deliverables;
- Skills, systems, or professional practices to be developed;
- Assigned supervisor or mentor;
- Opportunities for exposure to other AMAFCA functions; and
- Methods for evaluating progress and successful completion of the internship.

Interns and supervisors will periodically review progress against the Work Plan and document significant projects, accomplishments, skills developed, and completed deliverables.

INTERNSHIP TERM AND CONTINUATION

Internships are semester-based assignments. Appointment as an AMAFCA intern is limited to the approved semester and does not guarantee continued employment or appointment for a subsequent semester.

Continuation for an additional semester is subject to available funding, departmental need, satisfactory performance, and successful completion or satisfactory progress toward the assignments, learning objectives, and deliverables established in the Internship Work Plan.

An intern may be considered for subsequent semester assignments when continued participation provides additional meaningful professional development and supports AMAFCA's workforce development needs.

SPECIAL REQUIREMENTS

Specific requirements, including driver's license, background screening, safety requirements, or other conditions of employment, will be determined based upon the nature of the internship assignment and applicable AMAFCA policies.

TOOLS AND EQUIPMENT USED

Tools and equipment will vary according to the internship assignment and may include computers, office software and systems, specialized technical software, phones, cameras, vehicles, field equipment, and other tools used by the assigned department.

PHYSICAL DEMANDS

Physical demands and working conditions will vary based upon the internship assignment. Internships may include office, field, facility, construction-site, or other work environments.

Reasonable accommodation may be made to enable qualified individuals to perform the essential functions of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

OTHER

This job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change as organizational needs and requirements change.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of a specific duty does not exclude it when the work is similar, related, or a logical extension of the position and remains consistent with the developmental purpose of the AMAFCA Internship Program.

I have read and understand the above job description. I verify that I meet the requirements of the position, and I am able to perform the duties and responsibilities on this job description.

Print Employee Name

Employee Signature

Date