1. **Name of Host:** City of Amsterdam Department of Community and Economic Development.

2. **Host Background Information:** City Government chartered 1885 under the laws of the State of New York to perform a broad range of governmental activities to provide for the general wellbeing of its citizens. For more information, see: www.amsterdamny.gov.

3. **Internship Project Name/Title:** Community and Economic Development Specialist OR Assistant City Historian

4. **Internship Position/Project Context:** In an era of ever-increasing budget constraints, municipalities must find new ways to provide for community and economic development and increased governmental efficiencies without raising taxes. We must find simpler, better, cheaper ways to do what needs to be done today while simultaneously positioning our cities for future growth, not continuous decay. And we must do both by creating programs and products that can be shared among many municipalities.

5. **Internship Position Description:** The specific roles and responsibilities of this internship position will be defined more clearly with the help of the intern. This intern will work alongside experts in the field to gain knowledge, insight and experience in community and economic development. We will define specific goals and objectives for the internship, ensuring definite value for both the intern and the City of Amsterdam. The primary focus of the internship will be in one of the following areas (A, B, or C) and include one or more of the projects listed under each area:

   **A. HISTORY:**

   1) **HISTORIC and CULTURAL SITES:** Conduct survey of same documenting and photographing appropriate information.

   2) **NOMINATION S for NATIONAL and STATE REGISTERS of HISTORIC PLACES:** Document structures for listing on the registers either individually or as a district.

   3) **CITY ARCHIVES:** Catalog and organize governmental and manuscript materials.

   4) **RECORDS MANAGEMENT:** Develop forms and procedures to improve records management; prepare grant application for State Archives assistance.

   **B. COMMUNITY DEVELOPMENT:**

   1) **TREE NURSERY:** Build on work of 2013 CALS intern by identifying and developing a plan to create a municipal tree nursery.

   2) **SASSAFRAS NATURE PRESERVE:** Develop a plan to revitalize and repair this abandoned nature preserve.

   3) **ZONING/PLANNING:** Develop simplified forms, logic diagrams, and procedures for consideration of new building and businesses.
4) **OUTDOOR THEATER:** Identify locations and prepare preliminary plans for a permanent outdoor theater along the Mohawk River.

5) **CHUCTANUNDA TRAIL:** Develop a plan for a health/nature trail along the Chuctanunda Creek.

### C. ECONOMIC DEVELOPMENT:

1) **LAND BANK:** Identify properties for inclusion in a regional land bank rehabilitation program.

2) **HIGH TECH BUSINESSES:** Identify type businesses that would be well-served by being located within the high-tech triangle Utica-Malta-Albany.

3) **LOCAL BUSINESS DATABANK:** Develop a database of all local businesses and non-profits.

4) **HOMESTEADING PROGRAM:** Design program(s) to assist and attract qualified home buyers to purchase and rehabilitate at-risk housing.

Depending on the complexity of the project selected, a secondary project may also be selected for after the completion of the primary project (e.g., if the historical sites survey completes early, prepare one or more National and State Registers of Historic Places nominations; if the local business database completes quickly, identify the type businesses that might be best attracted to the area).

### 6. Basic Qualifications and Preferred Experience:

- Superior writing and presentation skills.

- Ability to think systemically and logically.

- Attention to detail.

- Working knowledge of Microsoft Office Suite (Word, Power Point, Excel, etc). A strong knowledge of data bases (e.g., Excel) is preferred but not required.

- Drivers License valid in New York State.

### 7. Internship Schedule: 32 hours (80%) of a standard forty-hour work week to be devoted to position requirements; 8 hours (20%) to the CALS community engagement project for a total of ten weeks. It is preferred that this 20% be taken as either one eight-hour day or two four-hour days, but the host can be flexible in this regard.

### 8. Expected Outcomes for Intern:

- General knowledge of community and economic dynamics of Upstate New York (particularly urban areas).

- General knowledge of New York State local government: laws, structure, operations, planning procedures, grants and funding environment, etc.
• Practical experience in working with local government officials, business and property owners, and the general public in a public sector setting.

• Practical experience in developing forms, procedures, graphic tools, and database for government and public use.

• Detailed knowledge of best practices to deal with specific problem area addressed.

• A concrete, complete, and demonstrable example of individual work product for use in resume/portfolio.

9. **Location of Assignment:** Department of Community and Economic Development, Amsterdam City Hall, 61 Church Street, Amsterdam, New York 12010.

10. **Other:**

• The intern will be required to sign a waiver that holds harmless the City of Amsterdam, its employees, officials, volunteers, and other participants for any bodily injury or property damage that is not the direct result of the negligence of the City of Amsterdam. Also, to sign an agreement requiring the appropriate handling of confidential or proprietary information encountered as part of the work assigned.

• A city vehicle, credentials, camera, and other required equipment will be furnished for the use of the intern during the period of assignment.

• Work will infrequently require visits to the Montgomery County offices in Fonda, New York (seven miles distant).

• The City of Amsterdam authorizes CALS to share the products of this project with any interested municipality, without any specific property information, and with appropriate credit to CALS, City of Amsterdam, and the involved individuals.