# City of Brisbane

Seeks dynamic students for our

# Summer College Internships

The City of Brisbane will be sponsoring up to 4 summer internships during the months of June through August 2018. Our internships are project oriented and are designed to give college students a good general overview of future employment opportunities and current issues in the Public Sector. You will work directly with a member of the management team based on your assignment and will have the opportunity for exposure to various areas of City Administration during your internship, as well as have opportunities to network, collaborate with fellow City and County interns, and participate in professional development activities in San Mateo County and/or Santa Clara County.

**Projects for 2018 include**

- ★ **City Administration** – Provide administrative support in the City Manager's Office on special projects and citywide initiatives. Some of these projects may be focused around policy administration, sustainability initiatives and communication. Attendance at various meetings on and off-site may be required.
- ★ **Community Development** – Provide research support in areas pertaining to planning and land use. Proposed project areas include researching regional and local housing policy, city zoning regulations and revisions, data tracking and database management related to permit issuance and tracking system.
- ★ **Finance –** Assist the Finance Department in various financial analysis and accounting projects, including working on developing schedules for the City's Annual Financial Review.
- ★ **Multimedia –** Assist in providing access and organizing video archive of City meetings, create videos for various communication and social media channels, work on videos to enhance webpage

Applicants must be college students currently enrolled in and pursuing an undergraduate or graduate degree in public administration, public policy, business administration, urban and regional planning, accounting, finance or other related field. Undergraduate candidates must have a minimum 48 semester units or equivalent completed. Applicants should also be self-motivated, have excellent interpersonal skills, able to use Microsoft Office software, demonstrate good research ability and have the ability to communicate clearly both verbally and in writing.

SALARY AND HOURS: Salary range for Interns starts at $15.00 per hour, 25-28 hours per week over a 12 week period. Start date is flexible depending on student's availability.

APPLICATION PROCESS:
Candidates can submit their applications on-line at http://www.calopps.org/city-of-brisbane. Applications will be accepted until the positions are filled. First review of applications will be March 5, 2018.

SELECTION PROCESS:
The applications will be screened and a limited number of applicants possessing the most relevant qualifications will be selected to participate in an oral interview. Recommendations for appointment to the positions will be based on the results of these interviews. Prior to appointment, fingerprinting for submission to the Department of Justice must be completed with favorable results.

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*The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*