



## **ADMINISTRATIVE INTERN**

**(Assignment in the Community Services Department, Youth, School & Community Partnerships Division)**

**Temporary; Part Time; At-Will Employment**

**\$13.58 - \$16.50 per hour**

**Filing Deadline: February 23, 2018 at 5:00p.m., or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.CalOpps.org](http://www.CalOpps.org)**

### **POSITION:**

The Community Services Department (Youth, School & Community Partnerships Division) is seeking an administrative intern to provide administrative support related to the development, coordination, implementation and evaluation of a comprehensive youth and education strategy focused on supporting youth and families to lead healthy and productive lives. The primary program areas of YSCP are the Youth Commission, Beacon Initiative, Team for Youth Grant Program, Family Giving Tree, Girls Circle, and Childhood Obesity Prevention Taskforce. This position supports all program areas. This is an "at-will" employment opportunity with the City of San Pablo, without expectation of indefinite employment and may be terminated anytime without cause and within the total discretion of the appointing authority.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Basic principles, procedures, and issues related to youth and education services;
- Specific problems and issues, service needs, perspectives, and living style patterns of youth and families in San Pablo or a similar community;
- Basic or general research methods and their practical applications;
- Modern office practices, procedures, and equipment;
- Efficient use of Microsoft Office programs such as Outlook, Word, Excel and Publisher;
- Utilize a computer for data processing and report preparation;
- Bilingual (English/Spanish) preferred.

#### **Ability to**

- Utilize a computer for data processing and report preparation;
- Ability to communicate clearly and concisely, orally and in writing; prepare clear and concise reports;
- Ability to understand and follow moderately difficult oral and written instructions;
- Ability to collect, compile, analyze and interpret statistical and other factual data;
- Ability to learn administrative techniques including principles of organization and other program or project related procedures;
- Ability to exercise independent judgment in performing assigned tasks;
- Ability to work and interact effectively with diverse cultural communities;

- Ability to interact effectively with a variety of public and private agencies including, but not limited to, private businesses, community-based organizations, schools, law enforcement and other City, County departments and agencies.
- Ability to work flexible hours, including evenings and weekends.

### **EXAMPLE OF DUTIES**

- Assisting staff with meeting preparation and taking meeting minutes
- Regularly entering data into a web-based system
- Administering program surveys
- Supporting with program coordination
- Assisting with the planning and execution of special events; such as Read Across America, Back to School Closet, and Youth Summit.
- Maintenance and updating the division's pages on the City of San Pablo website
- Creating marketing and promotional materials
- Translate documents
- Inventory program supplies
- Assist division staff as needed

### **Experience and Education**

- A recent graduate of or currently enrolled in a post-secondary educational program leading to an undergraduate or graduate degree in public administration, community development, education, human services or related field;
- At least one year of professional and/or volunteer experience in public administration, youth development, human services or related field.

### **Supplemental Questions:**

1. Briefly describe your experience working with youth and families.
2. What do you see as the supports and barriers for youth and families in San Pablo?

### **Application/Selection Procedures:**

**Applications will only be accepted online at [www.CalOpps.org](http://www.CalOpps.org).** Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time, or after the first 100 applications are received, will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list. **Background Investigation and Pre-employment Medical Examination:** The successful candidate will undergo a background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB. **The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**