



HIGH SCHOOL INTERN

(Assignment in a City of San Pablo Department or Division)

Temporary; Part Time; At-Will Employment

\$11.00 per hour

Filing Deadline: April 26, 2018 at 5:00p.m., or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

POSITION:

The City of San Pablo is seeking a high school intern to provide administrative support to a City Department or Division while gaining exposure to and knowledge of the entire city government, its structure and inner workings. This is an "at-will" employment opportunity of 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:

- Openness to learning new things and being exposed to different perspectives;
- Basic communication, collaboration, critical thinking, and creativity skills;
- A general understanding of problems and issues, service needs, and perspectives of residents in San Pablo or a similar community;
- A desire to contribute to the city organization by completing a specific project.

Ability to

- Use Microsoft Office programs such as Outlook, Word, Excel and Publisher;
- Use a computer for data processing and report preparation;
- Learn quality customer service skills;
- Learn public speaking and presentation skills;
- Understand and follow moderately difficult oral and written instructions;
- Learn administrative techniques including principles of organization and other program or project related procedures;
- Work with and interact effectively in a team and with diverse cultural communities.

EXAMPLE OF DUTIES

- Assisting staff with meeting preparation and note-taking
- Attending meetings, events and activities
- Entering data, scanning, and filing
- Assisting customers
- Supporting with programs
- Assisting with the planning and execution of special events or projects

- Creating marketing and promotional materials
- Translating documents
- Inventory of program supplies
- Assist department or division staff as needed

Experience and Education

- No experience required. Current enrollment in high school or GED program, or recent graduate.

Other Requirements

- A mandatory program orientation will be held the week of July 25th. The program is 5 weeks from July 2nd – August 2nd. Wednesday, July 4th is a holiday, and interns will have it off. Interns will work up to 24 hours a week (4 days a week, six hours a day Monday – Thursday), depending on the needs of the department or division. The program culminates with a mandatory presentation to City Council on Monday, August 6th or Monday, August 20th.

Supplemental Questions:

1. Do you currently have a valid work permit, or are you able to secure one?
2. What grade will you be in for the 2018-19 school year?
3. Are you a member of a pathway/academy at your school? If so, which academy or pathway?
4. Did you hear about this opportunity through your academy/pathway? If no, how did you hear about this opportunity?
5. Why are you interested in interning in the City of San Pablo and how does this support your future goals?
6. What 3 departments or divisions are you most interested in for your placement, and why?
7. What software do you use at an intermediate or advanced level? Check all that apply.
 - Word
 - Excel
 - Publisher
 - PowerPoint
 - Outlook
 - Adobe Photoshop
 - Other, please specify _____.
8. Do you have any plans that could interfere with the intern schedule, and presentation to City Council?

Application/Selection Procedures:

Applications will only be accepted online at 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.**