



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

ADMINISTRATIVE INTERN

(PARKS, RECREATION, AND
COMMUNITY SERVICES
DEPARTMENT)
#2631

(CASUAL/SEASONAL)
20-40 hours per week

SALARY:
\$14.00 – \$25.00 / hourly

*Closing date 5/24/19 at 5:00pm
(Opened 4/25/19)*

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process, which will consist of an interview with Department staff.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan:

"Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE SUMMER INTERNSHIP PROGRAM

The City of Redwood City's Summer Internship Program is brought to you by the City of Redwood City in collaboration with the "Two-County Next Generation Committee". Sponsored by the City/County Managers Associations of San Mateo and Santa Clara Counties, the Committee is chartered to identify programs to address the "retirement wave" of baby-boomer managers and professionals who are exiting local government in the region. Each year internships are available for university students at the undergraduate and graduate levels in an effort to attract university students to local government careers.

ABOUT THE POSITION

The Parks, Recreation, and Community Services Department is seeking a value-driven team player to fill the position of Administrative Intern. This internship provides an excellent opportunity for an individual interested in learning the operations of parks, recreation, and community services. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Special event fundraising
- Special event planning
- Mobile Recreation Program Coordination
- Researching and helping to write grant applications
- Liaison efforts between the department and the Parks and Arts Foundation
- Other appropriate tasks as needed.

THE IDEAL CANDIDATE

The ideal candidate should enjoy working with a variety of City staff and the public. The candidate should be comfortable with asking questions and using this opportunity to learn the departmental operations.



BENEFITS

The successful candidate will enjoy the following benefits:

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

A typical way to obtain the knowledge and abilities would be:

Education & Experience:

Some completed coursework leading to an undergraduate degree, with major in Business Administration is desired (but not required). Salary will be based upon the successful candidate's education level and experience in the field.

Knowledge of:

- Microsoft Office (Word, Excel, and PowerPoint)
- Records management principles and practices
- Computer applications related to the work

Ability to:

- Communicate effectively, orally and in writing, and work cooperatively with City staff
- Use tact and discretion in dealing with those contacted in the course of work
- Plan, develop, review, and complete projects in a timely manner
- Interpret and apply administrative and departmental policies and procedures

Summer Internship Program Period: June 10, 2019 – September 20, 2019

A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check

The City of Redwood City is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.