

We invite applications for the position of:  
**SUMMER INTERN (MULTIPLE OPENINGS)**

Hourly rate of pay (depends on education level and qualifications):

Student Intern I: \$15.00 - \$18.00 per hour

Student Intern II: \$17.25 - \$21.22 per hour

Student Intern III: \$19.85 - \$24.50 per hour

*"The City of Mountain View is a great working environment! I had no idea how much I would learn as an intern here." – City of Mountain View Intern*

### Why Consider The City of Mountain View?

It's simple: we are a dedicated team of professionals committed to providing exceptional service to the community we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B. It is a way of life for those who seek a mission-oriented culture. The City is just over 12 square miles and is home to approximately 75,000 residents. The City offers an excellent environment for learning and professional growth. The internship provides a unique opportunity to interact with various departments along with challenging and rewarding work.

In conjunction with the Two-County (San Mateo and Santa Clara) Regional Internship Program, the City of Mountain View has **several paid internship opportunities** for college students, recent college graduates, and graduate students who are interested in contributing to the community. An internship with the City of Mountain View offers valuable, real-world job experience in one of California's best-managed cities! Through this internship, you will gain exposure to a wide variety of programs and services, while enhancing and sharpening your writing, presentation, research, analysis, and critical thinking skills. As part of the Two-County Regional Internship Program, this experience will also be supplemented with training workshops and access to professionals in your interested field.

### About Our Team

You will join a **dynamic, talented, professional** and **enthusiastic** work environment. We want a highly **motivated, reliable** and **quick-to-learn** individual to join our team. Interns will also have opportunities to interact with other interns both within the City of Mountain View and through external workshop opportunities.

### The Internships

The Intern position within the City organization provides administrative, research, and analytical assistance, while granting the opportunity to learn about local government. These paid positions are part-time and do not include benefits. The Intern position is a temporary assignment through summer 2018. These positions include flexible scheduling and College/University credit may be provided, as applicable. Interns receive direction and guidance from a supervisor who is part of the management staff. Interns will have the opportunity to gain insight into public service through placements in one of the following Departments and Divisions. **You can apply for as many as you would like with a single application!**



**City Attorney's Office**



**City Manager's Office**



**Economic Development**



**Neighborhoods and Housing**



**Planning**



**Purchasing**

### Who You Are

- You are interested in working within local government.
- You enjoy and are able to establish and maintain effective work relationships with a diverse population and work in a team environment.
- You will uphold the City's code of ethics and organizational mission.
- You take initiative and start sentences with "I can..."
- You possess the ability to research, compile, analyze and interpret data.
- You possess the ability to express yourself clearly and concisely, both orally and in writing.
- You possess a valid California Driver's License.

### What You'll Do

- Provide assistance with new City policy development, critical interdepartmental coordination, community information and outreach, among other rewarding special projects.
- Research, analysis and guided preparation of financial and/or comparative analysis, and reports.
- Participate in the performance of primary and secondary source surveys.
- Work on special projects or other related administrative work, as assigned.

## Internship Descriptions

**1. City Attorney's Office:** The ideal candidate will have completed the 2<sup>nd</sup> year of their Juris Doctorate degree, have strong written and oral communication skills, sound research and analysis skills, familiarity with the use of Lexis Nexus and the ability to maintain confidentiality. The intern will perform research and analysis of legislation and case law, in addition to gathering and review of best practices for City policy development. The candidate may take on special projects as opportunities arise, and have the opportunity to attend meetings, hearings and proceedings. All law school students are encouraged to apply.

**2. City Manager's Office:** The ideal candidate must be interested in a career in local government. The City Manager's Office Intern will interact with staff throughout the City organization and citizens of Mountain View while working on a variety of multifaceted projects. Potential projects include community engagement strategies, homelessness solutions, employee wellness initiatives, budget research, and policy analysis. Recent Bachelor's and Master's Degree graduates, as well as current students enrolled in graduate programs related to Public Policy, Public Administration, Political Science, Business, Law, Urban Planning, or any other closely related field are encouraged to apply.

**3. Economic Development Division - Community Development:** The ideal candidate will possess a background in urban planning, public administration, political science, or business development; and be detail-oriented with strong communication skills (written and verbal). The Economic Development Intern will support the Economic Development staff on a variety of projects that support our business community. The Intern will be required to conduct research and perform data analysis while working in an office environment and interacting with City staff. Recent Bachelor's Degree and Master's Degree graduates; or students enrolled in a graduate program are encouraged to apply.

**4. Neighborhoods and Housing Division - Community Development:** The ideal candidate will possess a background in housing, urban planning, or related fields; be detail oriented; and have strong written and verbal communications skills. Candidate will work in an office environment, interact with members of the public, conduct research and assist with affordable housing policies and programs. Since the candidate may assist in the preparation of maps, charts and other graphic presentations to illustrate reports and studies, graphic design skills are highly desired. A graduate school level student is preferred.

**5. Planning Division - Community Development:** The ideal candidate will have a background in urban planning, including college planning coursework at the undergraduate or graduate levels. This position will be exposed to the daily long-range and current planning tasks of a planning office in a fast-paced, collaborative environment. Intern projects may include a variety of planning task, including but not limited to, assisting in the review of development review permits and plan checks; project management support tasks; GIS (Geographic Information Systems) mapping and data projects; and independent research on special projects of interest to the intern and department. Experience with GIS software is highly desirable.

**6. Purchasing Division - Finance and Administrative Services Department:** The ideal candidate will be an undergraduate sophomore, junior, or senior level student pursuing a major in Business Administration, Economics, or Public Administration and who will be continuing their education enrolled in an accredited community college/university for Fall 2018. They will be a high-performing student, with good communication and customer service skills and proficient in Microsoft Office Suite. Potential projects include updating the supplier database in the City's financial management system, assisting the Purchasing Team with full range of solicitation and award processes, perform maintenance of contractor records, and assist with the conducting of vendor outreach and job site interviews for labor compliance and payroll certification.

## Are You Ready? Apply.

Submit application and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. **Please indicate your department/division(s) of interest on the supplemental questionnaire.** Deadline: 5:00 p.m., Friday, March 2, 2018. Apply early!!!

## Interview Process

Candidates with the most relevant qualifications will be invited to an interview. Depending on the number of applications, the selection process may be altered. Applicants will be contacted with a recruitment status update on or before April 18, 2018.

## Cultural Ideals

Empower People · Foster Collaboration · Champion Wellness · Lead with Empathy · Embrace Change & Innovation

### **What We Offer**

- Growth – we are committed to exposing you to a work environment that will sharpen your writing, presentation, research, analysis and critical thinking skills.
- Training – this internship experience will be supplemented with training and external educational sessions.
- Networking – access to a network of professionals in the field of local government.
- Course Credit - if applicable, college/university credit may be provided.
- Extra Extra! Access to an onsite gym.

### **The Fine Print**

This hourly part-time position is non-benefited. Flexible scheduling may be provided. The position is a temporary assignment through summer 2018, with an expected end date in August 2018.

Prior to assuming the role of Intern, candidates will be required to successfully complete a pre-employment process, including employment verification, a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

## City of Mountain View

Supplemental Questionnaire  
Summer Intern 2018

1) Please select which internship(s) you are interested in:

- ☐ 1. City Attorney's Office
- ☐ 2. City Manager's Office
- ☐ 3. Economic Development Division
- ☐ 4. Neighborhoods and Housing Division
- ☐ 5. Planning Division
- ☐ 6. Purchasing Division

2) Please describe why you are interested in the internship(s) you selected and include any school courses, training, and experiences you have received to make you a qualified candidate for the internship(s).