



# City of Milpitas

We invite applications for the position of:

## City Council Intern (Special Projects Associate)

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**Annual Salary Range:** \$15.00 - \$24.00 hourly

**Post Date:** September 25, 2019

**Close Date:** October 16, 2019

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, Milpitas is a progressive community that is an integral part of the Silicon Valley. With a diverse resident population of 78,106 the City of Milpitas sees each of the approximate 432 full-time equivalent employees as committed to accomplishing the community's vision by providing fiscally sound, superior services.

Milpitas has been recognized as one of the top 10 Best Cities for Science, Technology, Engineering and Mathematics (STEM) Workers, approximately 28% of the jobs are in the STEM category. According to the US Census, Milpitas was the 8<sup>th</sup> fastest growing city in the United States, and the 2<sup>nd</sup> fastest growing in California. Milpitas also boasts the 3<sup>rd</sup> highest job growth among the 515 qualifying cities by Wallet Hub. Milpitas is home to an industrious and well-educated community with an average household income exceeding the County average. The homeownership rate is close to 65% and the housing market in Milpitas remains affordable relative to the majority of Santa Clara County.

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The City of Milpitas internship program is dedicated and committed to allowing undergraduate and graduate students learn the day-to-day operations and mechanisms of working for the City of Milpitas' elected City Council members. The incumbent will be carefully vetted allowing the opportunity to learn how policy actually impacts both the community, residents and City Departments in conjunction with providing continuous public engagement. Interns will perform a variety of administrative tasks including conducting research, conduct survey work, perform special project work that could include analytical assessment, assist in the coordination of citywide activities as well as organize, produce, and staff various events.

### Desired Skills

- Exceptional oral and written communication skills
- Organizational and administrative abilities
- Demonstrated maturity to work successfully in a professional and fast-paced setting
- Strong computer/software literacy
- A commitment to public service and local government
- Ability to work in various scheduled events

### What You'll Do



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*Duties may include, but are not limited to the following:*

The Intern will perform a wide variety of responsible administrative and project related work, assisting City staff with general technical and clerical tasks in the field of assignment, internet research, survey work, creating reports in various software applications, data entry and assist with internal and external communication and public outreach.

### **Experience and Education**

Work experience not required.

Current students enrolled in an accredited college/university pursuing an Undergraduate (including Associates) or Master's degree in Business Administration, Public Administration, Economics, Political Science, Urban Planning or other public sector field is desirable.

### **License and Other Requirements**

Possession of a valid California Driver's License.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### **To Apply**

Submit application, supplemental questions and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### **Benefits**

This position is not represented by any of the City's bargaining groups, however, temporary benefits are available and can be found online at:



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<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Temporary-Employee-Benefits-at-a-Glance.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.