



Now accepting applications for:

SUMMER INTERN (CITY MANAGER'S OFFICE)

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

Student Intern I: \$17.03 - \$19.92 per hour

Student Intern II: \$19.60 - \$24.11 per hour

Student Intern III: \$22.56 - \$27.84 per hour

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like "wellness," "empathy" and "innovation" are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

"I really learned so much and met so many great people. It's wonderful to know that our efforts truly affect the public and that we were all working together to make the City a better place. I think that is what really made me love this internship, and it has definitely sparked my interest in working for the public in the future." – Former City of Mountain View Summer Intern

What's the role?

We're looking for a **highly motivated, passionate, and detail oriented professional** to take on the role of CMO Intern. The ideal candidate must be interested in a career in local government. You will join a **fast-paced, dynamic team environment, providing SERVICES within the City Manager's Office**. Selected individual must be equipped to work remotely or on-site at the City of Mountain View (City Hall) with the internship starting in May or June 2022. Working conditions are subject to change depending on public health orders.

This is a part-time paid position, up to 29 hours per week and does not include benefits. The Intern position is a temporary assignment through summer 2022. These positions include flexible scheduling and college/university credit may be provided, as applicable. Interns receive direction and guidance from an intern host who is part of the management staff.

The Essentials

- Education requirements include enrollment as at least a Junior in an undergraduate program with an emphasis in Public Policy, Public Administration, Political Science, Business, Law, Urban Planning, or any other closely related field.

Bonus Points:

- Enrollment in a local Bay Area university program is ideal, with the availability for continued part-time work during the school year.
- Students currently enrolled in graduate-level programs, as well as Master's Degree graduates, are also encouraged to apply.

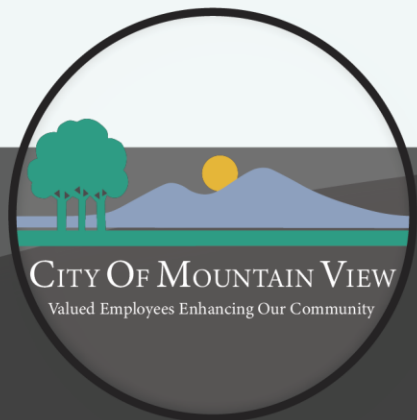
What You'll Do

- 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.
- Responsible for providing programmatic support to the intergovernmental relations program, analysis of census and other demographic data to help inform City program development and community engagement strategies, development of strategies to help bridge the digital divide, Race, Equity and Inclusion planning and reporting, homelessness solutions, employee wellness initiatives, budget research, and policy analysis.

Follow us on LinkedIn:



<https://www.linkedin.com/company/city-of-mountain-view/>



CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

Apply Now!

Submit your application, resume and supplemental questionnaire online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close on **Friday, January 14, 2022 at 5:00 p.m.** The first group of 50 applications will be screened, and each subsequent group of 50 applications received thereafter, until the position is filled. Qualified candidates are encouraged to apply early.

Are we a Match?

- You are **interested** in working within **local government** and will uphold the City's code of ethics and mission.
- You are highly **motivated, reliable** and **quick-to-learn**, and you **take initiative** and start sentences with "I can..."
- You are able to establish and maintain **effective work relationships** with a diverse population and **work in a team**.
- You are **customer service focused** and can **express yourself clearly and professionally**, both orally and in writing.

The Perks!

- **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.

Additional information:

In conjunction with the Two-County (San Mateo and Santa Clara) Regional Internship Program, the City of Mountain View has **internship opportunities** for college students, recent college graduates, and graduate students who are interested in contributing to the community, while granting the opportunity to learn about local government. 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, analytical, and critical thinking skills. This experience will also be supplemented with training workshops, networking with other interns, and access to professionals in your interested field, both within the City of Mountain View and through external events.