



## CITY OF SARATOGA, COMMUNITY DEVELOPMENT DEPARTMENT • INTERNSHIP OPPORTUNITY

1 Position • \$25.00/hour • Up to 12 Weeks • Flexible Start Date • Summer 2026

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### About the Program

This internship is offered as part of a Regional Internship Partnership designed to introduce current students and recent college graduates to local municipal government. The City of Saratoga participates in this program with the goal of connecting a diverse student population to public sector work, providing meaningful hands-on experience that supports both personal and professional growth.

### Position Description

The Community Development Department has one part-time, paid summer internship opportunity in its Development Services Division (up to 20 hours per week). The selected intern will gain hands-on experience in municipal arboriculture, working alongside City staff on a range of tasks that support the protection and management of Saratoga's urban tree canopy. The internship runs for up to 12 weeks, and the start and end dates can be arranged around the selected candidate's college summer break schedule.

The workload will balance supporting day-to-day operations with exposure to longer-term planning and research projects. The intern will receive assignments and work direction from staff within the department.

**Tree Permit Applications and Development Review.** The intern will assist staff in the processing of tree permit applications and the review of development projects. This includes evaluating applications for consistency with the City's tree regulations and tracking project status through the review process.

**Field Inspections and Plan Review.** The intern will participate in field inspections to assess potential construction impacts on trees. Work will include reviewing grading and site plans, identifying tree protection measures, and documenting field conditions.

**Research and Ordinance Work.** The intern will support research related to the City's tree ordinance and fire preparedness initiatives. This may include reviewing comparable ordinances from neighboring jurisdictions, summarizing research findings, and supporting the City's ordinance update process.

**Tree Identification and Health Assessment.** The intern will learn to identify tree species commonly found in Saratoga and develop familiarity with common pests, diseases, and abiotic factors that affect tree health. This knowledge will be applied during field work and permit review.

**Tree Appraisal.** The intern will be introduced to the basics of tree appraisal methodology, including an overview of how trees are valued in the context of permit applications and development projects.

**Database Maintenance.** The intern will assist with the maintenance of department databases and records related to tree permits, inspections, and urban forestry data.

**Community Interaction.** The intern will have the opportunity to interact directly with Saratoga residents and contractors, developing professional communication skills in a public service context.

## **Ideal Candidate**

This is an entry-level position suited for a current student or recent graduate at the associate, undergraduate, or graduate level, looking to begin a career in urban forestry, environmental science, or municipal government. The ideal candidate has a genuine interest in trees, the natural environment, and how local government manages community resources. The ability to work independently, follow direction in a field setting, and communicate professionally with the public is essential.

## **Qualifications**

We encourage students at all stages of their academic journey to apply. Qualifications include:

- Currently enrolled in, or recently graduated from, an associate, undergraduate, or graduate program in environmental science, biology, urban forestry, horticulture, landscape architecture, park management, or a related field. Students expected to graduate in Summer 2026 or 2027 are welcome to apply.
- Knowledge of or genuine interest in trees, plant health, and urban forest management.
- Strong oral and written communication skills.
- Proficient computer skills, including Microsoft Office (Word, Excel).
- Effective interpersonal skills and the ability to maintain professional working relationships with supervisors, colleagues, and the public.
- Ability to work outdoors in variable weather conditions and navigate field sites.
- Ability to work independently and manage tasks with minimal supervision.
- Applicable previous experience, coursework in arboriculture or plant science, or ISA certification is a plus but not required.
- Self-motivated with an eagerness to learn in a hands-on, field-oriented government environment.

## **How to Apply**

Please submit applications online at [www.calopps.org](http://www.calopps.org). Applications must be received by **5:00 pm on Thursday, April 23, 2026**.

Initial application review will begin on April 20; interested candidates are encouraged to apply early. Interviews are expected to be held Wednesday, May 6, 2026, specific times TBD\*.

*\*The City prefers to have candidates interview in-person, if logistically possible.*