



CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org
(650) 522-7000

The City of San Mateo invites applications for the position of:

- Position:** Management Analyst Intern – Community Development Department Housing & Admin
- Salary:** \$25.08 to \$30.02 per hour (Dependent on Qualifications)
- Job Type:** Internship
- Location:** City Hall- Community Development Department
330 W 20th Ave., San Mateo, CA 94403
- Hours:** 25-30 hours per week/Flexible schedule
- Application:** An official City of San Mateo employment application **and** supplemental questionnaire is required.
- Closing Date:** May 5, 2024 or upon receipt of the first 100 applications **and** supplemental questionnaires

THE POSITION: The City of San Mateo’s Community Development Department has an opportunity for an intern to work on a number of projects. The Department, which has about 55 full time employees, includes the Building, Housing, Planning, Code Enforcement, & Business/Admin Divisions. The Management Analyst Intern will primarily support the Housing and Business/Admin Divisions and receive primary supervision from the Department’s Business Manager and Housing Manager, and project specific direction from the supervisor/manager primarily responsible for each specific project. The duration and start date of the internship are flexible, though summer interns typically start between mid-May and Mid-June.

MINIMUM QUALIFICATIONS:

- BA/BS or Masters Candidate
- Strong analytical, writing and verbal skills; effective written and oral communication
- Experience conducting research and data analyses
- Able to work independently with direction from supervisor
- Interest in learning more about a career in local government

DUTIES: The primary projects will most likely include the following:

- **Market Research / Data Analysis.** Support the research and help prepare findings report on fee schedules across multiple jurisdictions to help the Business Manager prepare for the 2025 comprehensive fee study.
- **Contracts / Grant Administration.** Support the Housing Division Community Development Block Grant (CDBG) and Permanent Local Housing Allocation (PLHA) administration of contracts and grant funds for nonprofit recipients.
- **Housing Element Compliance / Certification.** Support the Housing Division with implementation of Housing Element policies and programs.
- **Community Relations Commission Support.** Support the Community Relations Commission, under the direction of the commission liaison, in coordinating commission meeting, preparing documents for commission review, and preparing commission documents for approval and filing with the City Clerk.

In addition, the intern may work on a variety of other projects to support Community Development Department special projects and operations, depending upon need, availability and interest.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire by May 5, 2024 on-line on **CalOpps.org**.

or

Submit an official City of San Mateo application **and** supplemental questionnaire by May 5, 2024 to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

SUPPLEMENTAL QUESTIONNAIRE: Please submit a cover letter discussing your interest and experience as they relate to this position.

For additional information, contact Jen Rosas, CDD Business Manager at 650-522-7164 or by e-mail at jrosas@cityofsanmateo.org

The City of San Mateo is an equal employment opportunity employer.