



## City of Mountain View (CA) City Manager's Office Intern

<b>SALARY</b>	\$20.23 - \$39.02 Hourly	<b>LOCATION</b>	Mountain View City Hall
<b>JOB TYPE</b>	Hourly	<b>JOB NUMBER</b>	202400142
<b>DEPARTMENT</b>	City Manager's Office	<b>OPENING DATE</b>	12/15/2025
<b>CLOSING DATE</b>	1/9/2026 5:00 PM Pacific	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	N/A		

### What's the Role and What You'll Do

We're looking for a **highly motivated, passionate, and detail-oriented** professional to take on the Intern in the City Management division of the City Manager's Office. You will join a **fast-paced, dynamic team environment that provides high-level support services within the City Manager's Office**. The 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 2026.

The Summer Intern will support the City Manager's Office on various multifaceted projects. The incumbent in this position will play an important role in supporting the efforts of the City Manager's department in policy analysis, program development, and research.

This is a part-time paid position, up to 29 hours per week, not including benefits. The Intern position is a temporary assignment through Summer 2026. 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

- Recently graduated with a bachelor's degree in public administration, public policy, a social science, or a closely related field.

#### Bonus Points:

Currently pursuing a master's degree in the aforementioned fields of study.

#### What You'll Do:

The intern in this position will work on a wide variety of projects, including research assignments, policy analysis, program development, and more. The intern's work will support the Department's City Management/Administration Division, which leads a diverse range of high-priority citywide projects and strategic organizational health initiatives, and the Human Services Division, which provides services including child care and programs for unhoused community

members in close collaboration with community nonprofits. The specific project workload will depend on the intern's strengths and interests, as well as the department's needs.

## Are We a Match?

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- You are **interested** in working with 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 can 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.

## Apply Now

### Apply Now:

Submit your application and resume online at [governmentjobs.com](https://www.governmentjobs.com) 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 at 5:00 pm PST on Friday, January 9, 2026. Depending on the number of applicants this process may be altered.

*Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany*

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### Employer

City of Mountain View (CA)

### Address

500 Castro Street

Mountain View, California, 94041

### Website

<https://www.mountainview.gov/>