



**HONORARY DEAN ALLISON INTERNSHIP**  
**San Rafael Public Works Department**  
**PART-TIME (UP TO 30 HOURS PER WEEK). NO BENEFITS AVAILABLE.**  
**\$21.73 – \$26.41 per hour**

Application Deadline: Apply by Friday, April 26, 2024, for first consideration

The City of San Rafael Public Works Department (DPW) is seeking an individual to join the team as part of the Honorary Dean Allison Internship program. This position will work part-time (up to 4 days/30 hours per week) with department staff on special projects and move forward the mission of San Rafael to support the community members we serve.

The Honorary Dean Allison Internship was created to honor Dean Allison, the City's Public Works Director from September 2015 to March 2016, before his untimely passing. In his brief time with the City, he embraced and embodied the ideals of public service and transparency. Dean focused on the needs of the public and worked effectively with individuals and groups throughout San Rafael to respond decisively to a broad spectrum of needs both large and small in a creative and community focused way. The namesake internship celebrates his life and his time serving the citizens of San Rafael.

The City of San Rafael's Organizational Culture framework is a [Helen Putnam Award](#)-winning initiative called "[Together San Rafael](#)." City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. The Together San Rafael initiative is focused on modernizing city services and increasing employee engagement. This initiative recognizes the interconnectedness of the customer (the community) and employee experience. [Together San Rafael](#) is about:

- Cross-department collaboration
- Empowering all City employees to share and implement innovative ideas
- Celebrating day to day department innovations

The successful candidate for the Honorary Dean Allison Internship will have the opportunity to work with other department staff to realize cross-departmental projects and innovations.

Find previous intern experiences here:

<https://www.cityofsanrafael.org/dean-allison-internship-experience/> and here <https://www.cityofsanrafael.org/dean-allison-internship/>

**Duties and Responsibilities of the Honorary Dean Allison Internship may include**

- Assisting staff to develop and implement the City's sidewalk maintenance program.
- Drafting, iterating, and designing policy to introduce the City's tree ordinance, urban forestry initiative, and the City's public asset inventory project.
- Assisting with the permitting, sediment, reporting and regulatory compliance in support of the City's Dredging project.
- Designing content and materials for public dissemination and outreach regarding City projects, maintenance activities, and public safety information.



- Preparing written reports on DPW program activities.
- Creating, updating and auditing project financial spreadsheets using Microsoft Excel.
- Conducting research and analysis of federal, state and local laws related to DPW engineering projects.
- Compiling information, preparing documents and public education materials for community members and stakeholders on DPW projects.
- Participating in city-wide projects in which DPW public works programs and activities.
- Other duties as assigned.

**Qualifications**

- Graduated or currently enrolled in the 3rd year of a Bachelor’s degree program or higher in an Engineering, Business, Public Administration, Environmental Science, or related program.
- Ability to multitask and stay organized.
- Proficient computer efficiency, including familiarity with Microsoft Word and Excel.
- Ability to demonstrate characteristics of listening, flexibility, follow-through, problem solving, community-orientation, and identifying “win-win” solutions.



**Benefits**

In accordance with the [salary resolution](#), this position receives no benefits with the exception of a retirement plan and paid sick leave.

As a temporary employee, you may not work more than 1,000 hours in a fiscal year (July 1 - June 30).

You are entitled to receive sick leave in accordance with California's Paid Sick Leave Law (AB 1522).

Participation in a retirement plan is mandated by Federal Law and you will be enrolled in the Public Agency Retirement System (PARS): Employee contributes 3.75% of salary and City of San Rafael contributes 3.75% of salary.

**Job Location**

Department of Public Works Offices - 111 Morphew Street, San Rafael, 94901

**Application Process**

City of San Rafael application is required. Resumes do not substitute for the City application. To file an application on-line go to [www.calopps.org](http://www.calopps.org). Select “Member Agencies.” Select “City of San Rafael.” Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20493129>.

**Interview Process**

The most qualified applicants will be invited to an interview following the application closing date. Please note on the application the preferred method of communication, whether by phone or email. **INTERVIEWS ARE TENTATIVELY SET FOR THE WEEK OF MAY 6, 2024, AND WILL BE HELD VIRTUALLY.**

**Reasonable Accommodation**

The City of San Rafael will make reasonable accommodations at any phase of the application and interview process, to accommodate persons with disabilities. If you have a disability for which you require accommodation, please advise Human Resources upon submittal of your application. For examination accommodation, please contact Human Resources at least seven (7) calendar days before the test date, at (415) 485-3474.