



SAN RAFAEL

THE CITY WITH A MISSION

INTERN: OFFICE ASSISTANT

San Rafael Public Works Department

PART-TIME/FLEXIBLE WORK HOURS (UP TO 20 HOURS PER WEEK)

Unpaid Position/No Benefits

Application Deadline: *Apply by Wednesday, October 7, 2020 for first consideration*

The City of San Rafael Public Works Department is seeking an Intern to work part-time (Up to 20 hours per week). This is an excellent opportunity to build your resume and gain administrative/clerical experience as well as learn about how local government works. Career exploration for future opportunities is an added benefit to this position.

Duties and Responsibilities include, but are not limited to:

- General Office Support
- Incoming Phone Calls (triage calls/answer basic inquiries)
- Filing
- City Website Maintenance (article postings; review and update webpages as necessary)
- Incoming/outgoing mail
- Data Entry
- Inventory Management for Parks/Streets Division
- Other duties as assigned

Qualifications:

- Must be eager to learn
- Must be willing to work with various divisions in the department
- Must have the ability to multitask
- Must be able to work independently
- Must be a creative thinker

Interview Process: The most qualified applicants will be invited to interview following the application closing date. The most qualified applicant (prior to starting in the position) will be subject to a reference check, which will include fingerprinting. Please note on the application the preferred method of communication, whether by phone or email.

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. Select "Member Agencies". Select "City of San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20043292>

Contact: For questions regarding this internship please contact Talia Smith (talia.smith@cityofsanrafael.org).