



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

HIGH SCHOOL OR COLLEGE SUMMER INTERN

#26C-04

(CASUAL/HOURLY)
15-20 hours per week

SALARY:
\$18.65-\$23.00 / hourly

Opened 03/9/2026
(Closing date 03/30/2026)

Application Process

Apply online at
www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. The most qualified applicants will be asked to participate in an interview with Planning staff.

Depending on the number of applications, the above process may be altered. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by core values of *excellence, integrity, service, inclusion, collaboration and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of High School or College Summer intern for the Community Development Department. This employment opportunity is excellent for a well-organized "people person" seeking some summer work experience and getting exposure to government and specifically to work in the Community Development Department.

The primary responsibility of this position is to help with document scanning, managing mail outs, answering phones, data entry and document preparation. The position will also be able to shadow planners and building staff on counter duties, attend meetings, and assist staff on planning projects as schedule permits.

This summer intern position is a non-benefited casual position. This casual position work schedule will vary (as needed) between 15-20 hours per week and will be in-person on three days between Monday-Thursday. The position start and end date are flexible based on applicant's needs but generally anticipated to last a maximum of 10 weeks.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on providing excellent customer service; will understand need for confidentiality; will be able to manage multiple tasks; possess well-developed customer service, organizational, and computer skills; will be a team player who likes working with a variety of City staff and the public. Bilingual abilities (Spanish/English) is desirable but not required.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education & Experience

Current High School students or early college students with an interest in Government are encouraged to apply.



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

Knowledge of:

- Microsoft desktop applications including Word, Excel, Outlook and PowerPoint
- English usage, spelling, grammar and punctuation
- Office methods and practices including telephone techniques and computers
- Operation of standard office machines
- Updating Excel spreadsheets

Ability to:

- Provide excellent customer service
- Perform responsible clerical work with speed and accuracy, exercising initiative and independent judgment as appropriate
- Understand and carry out both oral and written directions
- Coordinate work with other staff as assigned
- Establish and maintain cooperative work relationships
- Exercise judgement in records management
- Maintain confidentiality

A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DOJ/Fingerprints

For candidates who are under 18 years old at the time of hire, an official work permit from school is required

Special Instructions:

Submit your application via: www.CalOpps.org

A City application is required. Applications must be filled out completely. Failure to complete the application will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

The City of Redwood City is proud to be an Equal Opportunity Employer!
*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
 Any provisions contained in this bulletin may be modified or revoked without notice*

