



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

MANAGEMENT INTERN

#25C-18

(CASUAL POSITION)
20 hours per week

SALARY:
\$18.20 – \$25.91 / hour

Closing date 04/30/2025 at 11:59pm
(Opened 04/09/2025)

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 the testing process, which will consist of an interview with Department staff.



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 SUMMER INTERNSHIP PROGRAM

Are you ready to take the next step in your career? Our Summer Internship Program is brought to you by the City of Redwood City in collaboration with the "Next Gen Silicon Valley" by the County of San Mateo and Santa Clara Counties. This program is the perfect opportunity for students looking to gain hands-on experience and make a real impact in the government industry!

ABOUT THE POSITION

Reporting to a Management Analyst, the Community Development Intern will assist with data cleanup and recordkeeping for the City's permitting software, consideration of equity challenges, and research on neighboring jurisdictions' policies and procedures. These are examples of the types of projects the Intern will be working on in addition to shadowing routine Management Analyst responsibilities, such as analyzing departmental budget, developing contracts, and strategizing best practices to improve overall customer service. The Intern will collaborate with cross-departmental staff, including Engineering & Transportation, City Manager's Office, and IT.

A successful Intern will be curious about the intersection of Community Development with different Citywide functions and possess interpersonal skills to articulate departmental needs across stakeholders. The ideal candidate will also be comfortable navigating challenges and working on projects that may not have obvious solutions.



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.

CITY VALUES



Typical duties may include, but are not limited to, the following:

- Data cleanup to improve internal reporting
- Assistance in developing process improvements
- Analysis of policies and procedures while considering the Citywide commitment to Diversity, Equity, and Inclusion (DEI)
- Administrative tasks as requested

THE IDEAL CANDIDATE

- Will possess an inquisitive and adaptable mindset to address process improvements
- Will be creative in their approaches to problem solving
- Will work collaboratively across functions but also feel comfortable completing tasks independently
- Will be open to learning
- Will be able to manage multiple tasks with competing deadlines
- Will recognize the value of providing excellent customer service in the public sector

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education:

Current high school or college students are encouraged to apply.
(High school students must secure a work permit from their schools)

Knowledge of:

- Problem solving skills
- Recordkeeping and organizational strategies
- Office methods and practices, including telephone and computer usage
- Basic proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
- English usage, spelling, grammar, and punctuation

Ability to:

- Perform responsible administrative and analytical work with accuracy, exercising initiative and independent judgment as appropriate
- Understand, clarify, and execute tasks based on oral and written directions
- Coordinate work with other staff as assigned
- Establish and maintain cooperative relationships
- Maintain confidentiality of internal records



TENTATIVE RECRUITMENT AND SELECTION TIMELINE

- Application Cut-off Date: April 30, 2025, by 11:59 pm
- Tentative Interviews Time Period: Week of May 5, 2025
- This Summer Internship Program will include two (2) education sessions in coordination with the Next Gen Regional Internship Program.
 - ✓ July 10, 2025 – “Finding a Job in the Public Sector” (Virtual event)
 - ✓ July 24, 2025 – “Public Sector Perspectives Panel”

For questions about the position or schedule, please contact Varsha Srinivasan via email at vsrinivasan@redwoodcity.org.

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

1. Criminal History Check
2. Department of Justice Fingerprint

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.*