BUILD A GREAT COMMUNITY TOGETHER

THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

POLICE DEPARTMENT INTERN
#20C-19

(CASUAL/SEASONAL)
30-40 hours per week

SALARY:
$15.28 – $25.00 hourly

Closing date 3/31/20 at 11:59pm
(Opened 3/2/20)

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
The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan: "Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - Build a Great Community Together. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE SUMMER INTERNSHIP PROGRAM
The City of Redwood City's Summer Internship Program is brought to you by the City of Redwood City in collaboration with the "Two-County Next Generation Committee". Sponsored by the City/County Managers Associations of San Mateo and Santa Clara Counties, the Committee is chartered to identify programs to address the "retirement wave" of baby-boomer managers and professionals who are exiting local government in the region. Each year internships are available for university students at the undergraduate and graduate levels in an effort to attract university students to local government careers.

ABOUT THE POSITION
The Redwood City Police Department is seeking a qualified candidate to fill a position in our summer internship program. This internship will be project based. The intern may be tasked to complete research and data analysis in areas such as data driven/intelligence-led policing, homelessness and quality of life issues.

The duties and responsibilities of the intern include:
- Conduct research by viewing and analyzing volumes of data
- Present research findings in written format
- Perform other duties, as assigned

THE IDEAL CANDIDATE
The ideal candidate should be a college student currently majoring in Communications, Sociology, Criminal Justice or Public Administration or a closely related program. The candidate should possess excellent written and verbal communication skills. A basic understanding of law enforcement functions is highly desirable.
MINIMUM QUALIFICATIONS

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

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

Education & Experience

- High school diploma.
- Currently enrolled or a recent college graduate majoring in Communications, Sociology, Criminal Justice or Public Administration or a closely related Program.
- Salary will be based upon the successful candidate’s education level and experience in the field.

Knowledge of:

- Proficient in the use of Microsoft Office, especially Excel and Word.
- Understand best practices of data dissemination and organization.
- Basic statistical knowledge.
- Knowledge of relational database systems.

Ability to:

- Communicate effectively both verbally and in written communications.
- Be creative and think outside the box.
- Plan, develop, review and complete projects in a timely manner.
- Interpret and apply administrative and departmental policies and procedures.

TENTATIVE RECRUITMENT AND SELECTION TIMELINE

- Application Cut-off Date: March 31, 2020
- Interview Time Period: April 6, 2020 – April 30, 2020
- Summer Internship Program Period: June 8, 2020 – September 18, 2020

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

1. Criminal History Check
2. DMV Check
3. 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