



City of Brisbane

Seeks dynamic students for our

Summer College Internships

The City of Brisbane will be sponsoring up to four summer internships this year. Our internships are project-oriented and designed to give college students a good general overview of future employment opportunities and current issues in the Public Sector. You will have the opportunity for exposure to various areas of City Administration during your internship and to network with fellow interns and participate in professional development activities in San Mateo County and/or Santa Clara County.

Projects for 2024 include:

★ **Communications** – Assist with developing innovative and relevant content for posting on City-administered social media sites, research and work with departments in developing articles for publication on the City’s website and print newsletter, and assist with aspects of video production including storyboarding, camera work, and script-writing.

★ **IT** – Have some familiarity with programs such as Windows, Active Directory, Office/Microsoft 365. Must be able to disassemble and reassemble a PC. Projects will consist of adding and editing AD and email accounts and sorting and organizing hardware components. Some daily tasks will include responding to help desk requests and making basic equipment repairs and replacements.

★ **Human Resources** - Offering learning opportunities by following a full recruitment and onboarding process. Assist with website updating; maintaining employee records; the conversion of physical records/forms to electronic format; and conducting research and analysis on HR-related topics.

★ **Public Works (Utilities)** – Provide support to the City's Public Works Department - Utilities Division with various engineering projects in drinking water distribution, water resources, sanitary sewer collection, and storm drainage. Primary assignment will focus on mapping and geolocating drinking water facilities to comply with new state regulatory compliance. Secondary assignments may include field engineering support on construction of capital utility projects and assisting on various engineering reports and studies.

Applicants must be college students currently enrolled in and pursuing an undergraduate or graduate degree at an accredited college or university in a related field (e.g. public administration, public policy, business, planning, library science, environmental studies, engineering, sustainability). Undergraduate candidates must have a minimum of 48 semester units or equivalent completed. Applicants should also be self-motivated, have excellent interpersonal skills, able to use Microsoft Office software, demonstrate good research ability and have the ability to communicate clearly both verbally and in writing.

SALARY AND HOURS: The salary range for Interns is \$20.00 per hour, 15-18 hours per week over a 12-week period. The start date is flexible depending on the student’s availability.

APPLICATION PROCESS:

Candidates can submit their applications online at <http://www.calopps.org/city-of-brisbane>. Applications will be accepted until the positions are filled. Resumes will not be accepted in lieu of an application.

The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION PROCESS:

The applications will be screened and a limited number of applicants possessing the most relevant qualifications will be selected to participate in an oral interview. Recommendations for appointment to the positions will be based on the results of these interviews. Prior to appointment, fingerprinting for submission to the Department of Justice must be completed with favorable results.

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