



# City of Brisbane

Seeks dynamic students for our

## Summer College Internships

The City of Brisbane will be sponsoring up to 5 summer internships this year. Our internships are project oriented and are 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, as well as have opportunities to network with fellow interns and participate in professional development activities in San Mateo County and/or Santa Clara County.

### Projects for 2020 include

- ★ **City Administration** – Provide research support in the City Manager’s Office on Smart Cities technology. Review other public agency’s Smart Cities programs, research types of innovation available and propose project design for the City to implement.
- ★ **Records Management** – Assist in project oversight of our records management project, create innovate best practices to implement the records retention schedule and policy, and support the daily records management tasks in the City Clerk’s Office.
- ★ **Police**- Provide support to Patrol Services including projects within administration, property/evidence and records. Obtain an understanding of Patrol Operations including investigations and prosecution of cases.

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 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:** Salary range for Interns is from \$15.00-\$20.00 per hour, less than 999 hours per year, over a 12 week or year round period. Start date is flexible depending on student’s availability.

### APPLICATION PROCESS:

Candidates can submit their applications on-line at <http://www.calopps.org/city-of-brisbane>. Applications will be accepted until the positions are filled.

### 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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*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.*