



City of Mountain View (CA) Real Property Intern

SALARY	\$20.23 - \$39.02 Hourly	LOCATION	Mountain View City Hall
JOB TYPE	Hourly	JOB NUMBER	202400130
DEPARTMENT	Public Works Department	OPENING DATE	12/15/2025
CLOSING DATE	1/9/2026 5:00 PM Pacific	FLSA	Non-Exempt
BARGAINING UNIT	N/A		

What's the Role and What You'll Do

We're looking for **highly motivated, passionate, and detail oriented professional** to take on the role of Real Property Intern. You will join a fast-paced, dynamic team environment, providing services within the Real Property Division of the Public Works Department. Selected individuals must be equipped to work remotely or on-site at the City of Mountain View (City Hall) with the internship starting in May or June 2026.

This is a part-time paid position, up to 29 hours per week and does not include benefits. The Intern position is a temporary assignment through Summer 2026. These positions include flexible scheduling and college/university credit may be provided, as applicable. Interns receive direction and guidance from an intern host who is part of the management staff.

The Essentials

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- Currently enrolled as a Sophomore, Junior, or Senior in college pursuing a degree in Business Administration or a related field.

What You'll Do

- The intern in this position will complete lease administration tasks such as organizing digital and paper files, update rent CPI logs, and update certificates of insurance. Other projects will include updating the Real Property GIS layer and commonly used templates and forms.

Are We a Match?

- You are **interested** in working within **local government** and will uphold the City's code of ethics and mission.
- You are **highly motivated, reliable** and **quick-to-learn**, and you **take initiative** and start sentences with "I can..."
- You are able to establish and maintain **effective work relationships** with a diverse population and **work in a team**.
- You are **customer service focused** and can **express yourself clearly and professionally**, both orally and in writing.

The Perks

- **Growth** – we are committed to exposing you to a work environment that will sharpen your writing, presentation, research, analysis and critical thinking skills.
- **Training** – this internship experience will be supplemented with training and external educational sessions.
- **Networking** – access to a network of professionals in the field of local government.
- **Course Credit** - if applicable, college/university credit may be provided.
- **Extra Extra!** Access to an onsite gym.

Apply Now

Submit your application and resume online at [governmentjobs.com](https://www.governmentjobs.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close at 5:00 pm PST on Friday, January 9, 2026. Depending on the number of applicants this process may be altered.

Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification and Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. 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.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>