



INVITES APPLICATIONS FOR THE POSITION OF

SUMMER INTERN CITY MANAGER'S OFFICE COMMUNICATIONS DIVISION

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$16.00 - \$30.50 per hour

JOB TYPE

Temporary/Seasonal

WORK SCHEDULE

This position offers a hybrid on-site/telecommute work environment for this position, and it will be divided between onsite work and some outdoor work. The Intern will be required to work some evenings, weekends, and holidays as needed for in-person special events. This is a temporary position working a minimum of 15-20 hours per week.

FILING DEADLINE

Monday, April 10, 2023 @ 5:00 PM

THE POSITION

The City of Dublin is presently seeking an Intern for the Communications Division within the City Manager's Office to provide a variety of routine to program-oriented tasks. A few specific projects the intern may perform include representing City of Dublin at community events, assisting with a variety of communication efforts; social media content creation, including scheduling and engagement; photography; and updating the City's website. The Intern will have networking opportunities both within the City and with other agencies. The intern can expect to learn valuable professional skills such as project management, organization, communication methods, community organizing, and others.

The position offers an opportunity for the Intern to interact with high-level Staff and to make department/public presentations. The Intern will be assigned a mentor and may attend monthly special events/functions with guest speakers. This internship will provide an opportunity to become acquainted with the City and gain an overall view of municipal government through the opportunity to work with multiple city departments and outside agencies.

EXAMPLES OF DUTIES

The following are the expected duties for this position and are normal for this classification. 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 this class.

- Assist with social media efforts.
- Assist with updating the City's website.
- Photography.
- Catalog photo files.
- Complete CivicPlus training; edit webpages; create calendar entries and news flashes.
- Draft press releases.
- Draft newsletter articles.
- Provide professional-level support to Department as required.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform miscellaneous office and administrative duties as required.
- Perform other duties as assigned.
- Additional specific learning objectives may be tailored to the interests of the student.

CANDIDATE QUALIFICATIONS

1. Education: Applicants must be current college students and have achieved senior status in a four-year degree program (during the upcoming Fall 2023 academic year) or be enrolled in a graduate program. Academic course work should be related to city government such as: public administration, business, or a related field.
2. Experience: Experience or course work in city government, public administration and/or general office practices is desirable but not required.
3. Licenses, Certificates and Special Requirements: Positions require a valid California Class C driver's license to be secured prior to employment and maintained current as a condition of continued City employment.

KNOWLEDGE OF

- Basic principles and fundamentals related to local government operating functions such as City Manager's Office, Administrative Services, Community Development, Public Works, Police Services, or Parks and Community Services Department.
- Modern office practices, methods, procedures, and computer equipment
- Basic research and analysis methods
- Basic business data processing principles and the use of personal computers and word processing software.

ABILITY TO

- Communicate tactfully and effectively with the public.
- Complete assignments in a timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Prioritize work and coordinate several activities.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Compose routine correspondence.
- Operate a vehicle in the course of work.
- Research and compile technical and financial information.
- Type accurately at a speed necessary for successful job performance.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions. The City does not participate in the Social Security system except for a

mandatory Medicare contribution. In lieu of Social Security, the City will contribute 1.5% of the employee's salary on the employee's behalf to the PARS Alternate Retirement System.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin's strategic "crossroads" location at the intersection of Interstates 580 and 680 provides easy access from both highways, and its two BART stations are conveniently accessible to the City of Dublin offices.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department is subject to a background check, including fingerprinting prior to employment.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry; age; color; disability; genetic information; gender; gender identity or gender expression; marital status; medical condition; military or veteran status; national origin; race; religion; sex; or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “Member Agencies,” under “East Bay” select “Dublin,” then on “Summer Intern – City Manager’s Office,” and “Apply for Job.” Applications must be received by 5:00 p.m. on Monday, April 10, 2023. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

SUPPLEMENTAL QUESTIONS

Instructions: Please complete and respond to all of the following supplemental questions.

1. For which type of degree are you currently enrolled?
 - Associate Degree
 - Bachelor’s Degree
 - Doctorate Program
 - Master's Degree
 - Vocational
 - None of the above

2. Please indicate the academic program area that your degree is focused in
 - Communications
 - Public Relations
 - Marketing
 - Media/Digital Media
 - Journalism
 - Other - please specify: _____

3. Please indicate your status in the coming school year 2023-24
 - Senior status Undergraduate (90+ semester/135+ quarter credit units)
 - Will be graduating May/June 2023
 - Will be graduating December 2023
 - 1st year Graduate/Master’s program
 - 2nd year Graduate/Master’s program
 - Other - please indicate status: _____

4. In order to be considered for this internship, you must submit a copy of your official/unofficial college transcript(s). Did you attach copies of your official/unofficial college transcript(s)
 - Yes
 - No

5. Describe how this internship will help you work toward your academic and career goals? Please limit your response to 500 words or less.