



Summer STEPS Recruitment Information Form 2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Fire Department Department Contact: Jen Almaguer/Chief Ramirez

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

General overview of the duties the interns will be performing.

Interns will assist with the upcoming Youth Fire Academy. They will learn about all aspects of the fire department: operations, training, prevention, and public education. We hope to cultivate an interest in entering the fire service. They will be provided the opportunity for hands-on training of firefighting skills.

If your department would like to have a preference statement for your recruitment, please list it below.

Preference given to team-oriented, motivated candidates with an interest in entering the fire service as a career.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Parks & Recreation Department Contact: Cindy Tuttle

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

The intern will be assigned to the Admin Division of the P&R Department.

General overview of the duties the interns will be performing.

The intern will assist with the City's Special Event permitting. Receiving and processing special event permit application. Communication and follow up with departments on the status of (approved/pending/denied) for each permit. Receiving and processing special event application payments. Communication with applicants on the status of permits. Other related duties.

If your department would like to have a preference statement for your recruitment, please list it below.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Parks and Recreation Department Contact: Connie Leek/Christine Prater

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Intern will work for the Recreation Division of the Department, and will be assigned to the West Sacramento Community Center, 1075 West Capitol Avenue.

General overview of the duties the interns will be performing.

Intern will serve as a Customer Service Staff working at the Community Center with the public at front counter, and with Active Aging participants in Senior programs and special events. Light clerical duties, answering phones with public, helping to coordinate programs and special events at the center. An emphasis on working programs with Senior but also working with public and all users of the Community Center in general.

If your department would like to have a preference statement for your recruitment, please list it below.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: P& R - Recreation Center Department Contact: Paul Reyes, x4633

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Recreation Center; Sports, Customer Service, Rock Wall & Child Care

General overview of the duties the interns will be performing.

Basic knowledge of customer service, working with the public both adults & children. Programming, supervising and minimal admin work. Must be energetic, responsible and enjoy working with the public.

If your department would like to have a preference statement for your recruitment, please list it below.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Police Department Department Contact: Taylor Nelson 916-617-5328

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Interns will be assigned to the Office of the Chief, reporting to the Community Services Division.

General overview of the duties the interns will be performing.

Interns will be assisting in the coordination of Community Partnership Events to include:

- Facilitation of Summer Bryte Lights program in partnership with West Sacramento Parks & Recreation and Yolo County Children's Alliance: An opportunity for the community to connect, engage and play.
- Facilitation of National Night Out: An annual community building campaign promoting police and community partnerships and neighborhood comradery to make our neighborhoods safer, better places to live.
- Coffee with a Cop: A National movement to build trust between the community and police officers, one cup of coffee at a time.
- Community meetings: Informal meetings with the community, the Chief and members of the Police Department. There is no meeting or planned speeches, just an opportunity to engage in conversation.

Interns will also work in support of the Community Services team to assist in building the Volunteer program.

If your department would like to have a preference statement for your recruitment, please list it below.

Hour Flexibility will be required to support Summer Bryte Lights, National Night Out and Community Meetings.

Availability on Saturday evenings and occasional weeknight evening hours will be required.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Police Department Department Contact: Taylor Nelson 916-617-5328

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Interns will be assigned to the Office of the Chief, reporting to the Community Services Division.

General overview of the duties the interns will be performing.

Interns will be assisting in the coordination of Community Partnership Events to include:

- Facilitation of Summer Bryte Lights program in partnership with West Sacramento Parks & Recreation and Yolo County Children's Alliance: An opportunity for the community to connect, engage and play.
- Facilitation of National Night Out: An annual community building campaign promoting police and community partnerships and neighborhood comradery to make our neighborhoods safer, better places to live.
- Coffee with a Cop: A National movement to build trust between the community and police officers, one cup of coffee at a time.
- Community meetings: Informal meetings with the community, the Chief and members of the Police Department. There is no meeting or planned speeches, just an opportunity to engage in conversation.

Interns will also work in support of the Community Services team to assist in building the Volunteer program.

If your department would like to have a preference statement for your recruitment, please list it below.

Hour Flexibility will be required to support Summer Bryte Lights, National Night Out and Community Meetings.

Availability on Saturday evenings and occasional weeknight evening hours will be required.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Public Works Department Contact: Jason McCoy

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

We request two interns assigned to the Public Works Traffic and Transportation Division.

General overview of the duties the interns will be performing.

Interns will be performing a variety of work for Public Works in City Hall related to traffic and transportation including multi-modal traffic and transit data collection both on-line and in the field; review and analysis of specific plans, as well as amendments to existing planning documents including preparation of spreadsheets, draft plan text, graphic development and research. Data analysis may include coordination with transit and regional planning agencies and municipalities including Yolo County Transportation District, Sacramento Area Council of Governments, Sacramento Regional Transit, City of Sacramento, Sacramento County, Yolo County and others as required.

Intern may be requested to attend transportation project specific meetings and staff meetings, and may be requested to take notes, review and analyze project information and reports, and attend Council and Commission meetings. Interns may participate in developing grant applications, request for proposals and preparation of official City documents and communications. Interns may assist both transportation and engineering professionals.

If your department would like to have a preference statement for your recruitment, please list it below.

Candidates are asked to have a working knowledge of Microsoft Word and must work in a professional office environment. Interest in professional transportation planning, transportation engineering, project management or similar public works related activities. Interns must be able to work (on occasion) outdoors for data collection.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Community Development Department Contact: Erin Rivas/Charline Hamilton

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Planning/Building propose to share an intern this year (current Planning intern graduates from college in May)

Development Engineering/Flood (would like to keep existing Development Engineering intern and share with Flood to get him some experience in field inspection, sophomore from Sac State - Level II)

General overview of the duties the interns will be performing.

Planning/Building: research and analysis of planning related data (statistical), aide in review of General Plan 2035 documents (i.e., EIR, alternatives, etc.), GIS data mapping and exhibits for Planning, aide in review of new Building codes that will come out in July, aide in update to Building handouts

Development Engineering: research on engineering standards and specifications, aide in minor development permit reviews, including quantity and fee estimates

If your department would like to have a preference statement for your recruitment, please list it below.

Preference given to students with computer (GIS), Excel spreadsheet, research and analytical skillsets, or participation in an architectural, construction, engineering or urban planning school program such as River City High School ACE Program, UCD or Sac State Urban Planning, Architectural or Civil Engineering.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Admin Services Department Contact: Loriann P. Landson

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Finance

General overview of the duties the interns will be performing.

Learns and assist with accounts receivable and accounts payable. This will include administrative work such as filing and/or organizing work. Individuals will also learn concepts of fund accounting and public finance.

If your department would like to have a preference statement for your recruitment, please list it below.

Finance is looking for either an individual who is studying accounting in college or is anticipating doing so.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
• Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: CMO / COMMUNITY RELATIONS Department Contact: JON R.

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

COMMUNITY RELATIONS

General overview of the duties the interns will be performing.

OUR INTERN WILL ASSIST THE COMMUNICATIONS OFFICER WITH ALL FACETS OF THE CITY'S COMMUNICATIONS PROGRAM. DUTIES WILL INCLUDE PHOTO/VIDEO EDITING; WRITING, EDITING AND/OR POSTING ARTICLES ON CITY SOCIAL MEDIA FEEDS; HELPING SET UP; TEAR DOWN EQUIPMENT AT CITY PRESS EVENTS; TAKING PHOTOS OR VIDEOS; RESEARCHING COMMUNICATIONS - RELATED TOPICS; AND RELATED DUTIES

If your department would like to have a preference statement for your recruitment, please list it below.

I.e Preference to students with knowledge of the West Sacramento community, and communications experience.

Please return to HR by March 29, 2016.

Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
• Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: City Mgr. Department Contact: Kryss Rankin

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

City Clerk

General overview of the duties the interns will be performing.

Filing, scanning, data entry of permanent records stored at City Hall + South River Road location. This will be supervised, but will need to be able to work independently.

If your department would like to have a preference statement for your recruitment, please list it below.

This position will be closely aligned with records management or library science curriculum.

Please return to HR by March 29, 2016.



Summer STEPS Recruitment Information Form

2016

Each department will need to advise HR as soon as possible if there are specific divisions within the department they would like to have an intern assigned to (i.e., Parks & Recreation Department – Early Learning Services, or Police Department - Administration).

- The program will pay for 2 interns per department for 8 weeks. If a department would like more than 2 interns, then they are responsible for the additional cost.
- Departments will receive a maximum of 75 applications, unless divisions are specified then each division will receive a maximum of 75 applications.

Department Name: Economic Development Department Contact: Aaron Laurel

Specify which division(s) of your department the interns will be assigned (If a specific division is not specified, the interns will be assigned to the department as a whole).

Economic Development - Part time

General overview of the duties the interns will be performing.

Potential intern tasks will include assistance with creating and maintaining databases for affordable housing homeownership program compliance monitoring; and assistance with Economic Development-related events and marketing.

If your department would like to have a preference statement for your recruitment, please list it below.

Preference will be given to students with Excel spreadsheet proficiency and to students that demonstrate strong communication skills.

Please return to HR by March 29, 2016.