

Program Description

The City of West Sacramento has established a paid student summer internship program to provide students with practical work experience related to their academic major. This program provides the City with the opportunity to invest in our future workforce and demonstrate how students can have the career they want in local government while serving their community.

The eight-week internship will provide interns with positive examples of public service, hands on experience, and an insight into how city governments are run.

Interns will spend time job shadowing City employees. Assignments will be based on the level of experience and the Department to which they are assigned.

Eligibility Requirements

In order to be eligible to participate in the Program, the intern must:

- Be a high school junior or senior 16 years of age or older, who is currently enrolled in an industry-themed pathway or academy OR be enrolled in an accredited college/university or a graduating high school senior enrolled in an accredited college/university
- Be able to work in the US
- Submit an official City application form
- Preference will be given to students who are enrolled in a pathway/academy aligned with the department's area of focus. Additional preference will be given to students who attend a high school based in the Washington Unified School District.



City of West Sacramento

Summer STEPS
Student Internship Program
2015

Strides Towards Entering Public Service

Summer STEPS
Student Internship Program

June 22 - August 14, 2015



City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691
(916) 617-4567
www.cityofwestsacramento.org

The City of West Sacramento is comprised of seven departments, each of which will have a minimum of two interns assigned.

Departments

Administrative Services

- Finance
- Human Resources

City Manager's Office

- City Clerk
- Community Relations
- Information Technology
- Economic Development
- Port of West Sacramento
- Risk Management

Community Development

- Building
- Code Enforcement
- Development Engineering
- Planning
- Housing & Community Investment

Fire

- Emergency Services
- Fire Prevention
- Fire Administration
- Hazardous Materials

Parks & Recreation

- Parks
- Recreation
- Tree Program

Police

- Administrative
- Operations
- Support Services

Public Works

- Administration
- Engineering
- Operations
- Flood Protection
- Traffic & Transportation

Application Process

The application acceptance period will close upon receipt of **75 qualified applications** per department or **5:00 p.m., May 13, 2015**, whichever occurs first. This recruitment may close without notice.

In-person panel interviews will be scheduled during the week of May 18–May 22, 2015. For those applicants who are unable to participate in an in-person panel interview, a Skype interview may be arranged.

Notifications will be made to applicants by May 26, 2015 regardless of status.



Program Schedule

An informal Introductory Mixer will be held on Friday, June 19, 2015 at City Hall for the selected interns to meet City Staff.

The Program will begin Monday, June 22nd at 8:00 a.m. (unless otherwise determined by the department). Work days will be Monday–Friday 8:00 a.m.–5:00 p.m. (40 hours per week). The Program will end on Friday, August 14th.

How to Apply

An official City of West Sacramento application form must be completed, in its entirety. It is the applicants responsibility to explain his/her qualifications and answer the supplemental questions fully and clearly. Incomplete information on the application may be cause for disqualification.

Application must be submitted to:

City of West Sacramento
Human Resources Division
1110 West Capitol Avenue, 3rd Floor
West Sacramento, California 95691

You will be disqualified if you do not submit the required application as noted above.

Clearly indicate the specific Department applied for on your application. Applicant may be required to submit additional proof of qualifications if sufficient information is not provided.

Candidates are strongly encouraged to apply on-line using the CalOpps web site at www.calopps.org and visiting the City of West Sacramento's employment page. The CalOpps on-line application is considered to be an official City application.

A City application can be obtained in person, by sending a self-addressed, stamped envelope to the Human Resources Division, or by downloading the application and information from the City's web site at www.cityofwestsacramento.org.

The City of West Sacramento is an Equal Opportunity / Federal Affirmative Action employer. Reasonable accommodation in the application, examination, and selection process will be made upon request.

NOTE: The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change.