

## 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 or chosen field of study. 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 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, resume, and supplemental questionnaire.
- Must demonstrate a desire to pursue a career in public sector.
- Priority will be given to Washington Unified School District (WUSD) students who are enrolled in a career-driven pathway or academy. Secondary preference will also be given to other Washington Unified School District students and graduates, and West Sacramento residents.



City of West Sacramento

Summer STEPS  
Student Internship Program  
2018

Strides Towards Entering Public Service

Summer STEPS  
Student Internship Program

Program Start: June 18, 2018

Program End: August 3, 2018



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

The City of West Sacramento is comprised of eight departments.

## Departments

### Administrative Services

- Finance
- Information Technology

### City Manager's Office

- City Clerk
- Community Relations/Graphic Services
- Human Resources
- Risk Management
- Government Affairs

### Economic Development & Housing

- Port of West Sacramento
- Housing
- Urban Farms

### Community Development

- Building
- Code Enforcement
- Development Engineering
- Planning
- Flood Protection
- Administration

### Fire

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

### Parks & Recreation

- Parks
- Recreation
- Tree Program
- Early Learning Services

### Police

- Administrative
- Uniformed Services
- Support Services
- Constitutional Policing

### Public Works

- Engineering (Construction, Drafting, Civil)
- Administration
- Operations
- Traffic & Transportation
- Environmental Services
- Facilities Development

## Application Process

The application acceptance period will close upon receipt of **100 applications** per department or **5:00 p.m., April 30, 2018**, whichever occurs first. These recruitments may close without notice.

Panel interviews will be scheduled during the second, third and fourth week of May by each department.

Notifications will be made to applicants by the end of May, regardless of status.



## Program Schedule

The Program will begin Monday, June 18<sup>th</sup> 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 3rd.

The City of West Sacramento is an Equal Employment 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.

## How to Apply

Candidates may submit applications for up to 2 separate departments. Failure to follow these instructions may result in a disqualification from consideration.

Candidates are strongly encouraged to apply on-line using the CalOpps web site at [www.calopps.org](http://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.

—or—

A City of West Sacramento application, resume and completed supplemental questionnaire may 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 a City application, resume and completed supplemental questionnaire.

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

City application can be obtained in person, by sending a self-addressed, stamped envelope (#10 or business size) to the Human Resources Division, or by downloading the information from the City's web site at <http://www.cityofwestsacramento.org>