

The City of West Sacramento is
Recruiting for

Student Intern

(Redevelopment / Economic
Development)

(Temporary, Part-Time)



\$8.00 - \$15.00 per hour!
(Depending upon qualifications)

Final Filing Date:

Continuous until filled

Visit us at: www.cityofwestsacramento.org

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

Definition: Under general direction, assists Redevelopment and Economic Development staff in support of Redevelopment Agency activities including, but not limited to, Geographic Information Systems (GIS).

Essential/Marginal Functions: Essential: Assists Redevelopment Agency staff in research and analysis on various redevelopment projects, administration of the city's business retention and expansion program, business recruitment program and business newsletter. Marginal: Performs other administrative tasks/duties, as assigned.

Qualifications: Knowledge of: Basic operation of computer systems and related equipment; word processing and database management; and general knowledge of principles and practices of economics, finance, and public administration. Ability to: Plan, organize, and coordinate workload; communicate effectively, both orally and in writing; operate a personal computer; establish and maintain effective working relationships with those contacted in the course of work; ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include sitting and standing for extended periods of time, and operating assigned office equipment; and maintain mental capacity which allows for effective interaction and communication with others.

Education and Experience: Education: Junior through graduate level standing in an accredited college or university with course emphasis in Public Administration, Land Use Planning, Business, Economics, Real Estate or closely related field. Experience: Any experience, including class work or field study, which would provide the applicant the required knowledges and abilities.

Preference will be given to candidates with experience in using Microsoft Office (including Access, Excel, and Word), **desktop publishing** (i.e. Adobe, PageMaker) **software and geographical information software** (ESRI ArcGIS 9.x).

Licenses and Certificates: Possession of a valid Class "C" California driver's license.

Special Conditions: The City of West Sacramento will require documentation of a candidate's identity and authorization to work in the United States prior to finalization of employment. Employment is subject to the candidate successfully passing a fingerprint check prior to placement at the worksite. The successful candidate will be required to complete a Verification of Ability to Perform Essential Job Functions statement.

Hours: Hours, approximately 10 – 20 hours per week, are to be coordinated with the Director of Redevelopment, or his/her designee.

Application Process: An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain his/her qualifications fully and clearly. Incomplete information on the application may be cause for disqualification. A copy of your transcripts (does not have to be "official") must be included in your application package. The transcripts must include proof of current enrollment.

Application and required transcripts 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 a City application and the required documents as noted above.

Clearly indicate the position 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 from the City's web site at www.cityofwestsacramento.org.

Candidates are encouraged to apply on-line using the CalOpps website at www.calopps.org and visiting the City of West Sacramento's employment page.

Salary and Benefits: Temporary positions with the City of West Sacramento are not eligible for any City provided benefits, other than those required by law. The City does not participate in full Social Security, but does participate in Medicare.

Hourly Pay Scale: \$8.00—\$15.00 depending upon qualifications.

Final Filing Date: Continuous until filled. Application packages are reviewed bi-weekly.

This recruitment may close without notice.

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.