The City of Citrus Heights is pleased to announce openings for eight (8) interns to perform a physical inventory of City Trees. Each Intern will work under the leadership of a staff person from the Community and Economic Development Department.

In 2012, the City received a Proposition 84 grant from the Strategic Growth Council to develop an urban greening strategy. In order to establish baseline conditions, the City will conduct an assessment of the urban forest. In addition to an urban forest management plan, the Citrus Heights Urban Greening Strategy will consist of various measures to mitigate urbanization effects.

**SCHEDULE**
Either:
Monday (8 a.m. - 5 p.m.), Wednesday (8 a.m. - 5 p.m.), and Friday (8 a.m. - 12 p.m.)
- OR –
Tuesday (8 a.m.-5 p.m.), Thursday (8 a.m.-5 p.m.), and Friday (1 p.m. – 5 p.m.)

**ABOUT THE POSITIONS**
Eight (8) internship positions are available for students enrolled in two- or four-year college degree programs starting April 22, 2013 and ending August 31, 2013. Below is a description of the requirements.

**DESCRIPTION OF DUTIES**
Interns will collect information on city trees including the location, diameter of trunk, species and condition of the trees. Data will be entered into a Trimble hand-held device. The survey will be conducted on foot, requiring the ability to walk and cover approximately five (5) miles per day.

**QUALIFICATIONS**
- General knowledge of computer operation
- Ability to read a map
- Ability to measure and record data accurately
- Knowledge of local tree species is desirable.

Additionally, the ideal intern candidate will possess the following attributes:

- Ability to work in teams
- Strong work ethic and commitment to project goals

**Must be able to attend mandatory training sessions scheduled on:**
Monday, April 22, 2013 – 9 a.m. to 4 p.m.
Tuesday, April 23, 2013 – 9 a.m. to 4 p.m.
Wednesday, April 24, 2013 – 9 a.m. to 4 p.m.
Friday, April 26, 2013 – 9 a.m. to 12 p.m.

**PHYSICAL REQUIREMENTS**
This position requires the ability to bend, squat and walk several miles per day; to climb in and out of vehicles; perform repetitive movement of arms, shoulders and fingers; walking over uneven ground, up, over, and around and under obstacles. This work is performed mainly outdoors and is subject to varying weather conditions – heat, cold, wind, rain, etc, along with exhaust fumes, dust and pollen. Manual dexterity is required to operate measuring devices and hand held computer, along with visual acuity sufficient to identify tree species and input computer data and hearing sufficient to work safely in traffic.

**COMPENSATION**
Payment for the internship positions will be $8.32 per hour. No benefits are included.

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications’ match for the job. Meeting the minimum qualifications requirements does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City will be invited to the next step(s) of the selection process. The finalist(s) identified will be interviewed and have references checked, including a Live Scan fingerprint criminal history check. Upon completion of this process a final offer of employment may be made.
APPLICATION PROCESS
To be considered for this position, you must submit a completed, official City Employment Application and resume. If you do not complete and submit all required information, your application may be disqualified from further consideration.

HARD COPY APPLICATION: You may obtain a hard copy Employment Application by visiting http://jobs.citrusheights.net and downloading these materials, or you may request these materials by calling the City’s Recruitment Hotline at (916) 727-4900. Submit hard copy application materials to: City of Citrus Heights/Human Resources, Attention: Internship Recruitment, 6237 Fountain Square Drive, Citrus Heights, CA 95621. Completed Applications with resumes may be accepted by e-mail to hr@citrusheights.net in .pdf format, subject line: Intern Recruitment

CLOSING DEADLINE
This recruitment closes at 5:00 P.M., March 29, 2013. No postmarked, faxed, or e-mailed application materials will be accepted. Walk-in applications are welcome, but will not be accepted after 5:00 P.M. on March 29, 2013.

ADDITIONAL INFORMATION
▪ You may obtain additional information about this recruitment via email to hr@citrusheights.net, or call Human Resources at (916) 727-4900.
▪ Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
▪ Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

City Selection Standards and Practices: This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

The City of Citrus Heights is an Equal Opportunity Employer and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA) and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer.