



INVITES APPLICATIONS FOR THE POSITION OF

**SUMMER INTERN  
CITY MANAGER'S OFFICE  
ECONOMIC DEVELOPMENT / PUBLIC  
INFORMATION DIVISION**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

**SALARY**

\$20.00 per hour

**JOB TYPE**

Temporary/Seasonal

**FILING DEADLINE**

Friday, April 7, 2017 @ 5:00 PM

**THE POSITION**

The City of Dublin is presently seeking an Intern for the Economic Development/Public Information Office Division within the City Manager's Office to provide a variety of routine to difficult management support and program-oriented tasks. A few specific projects the intern may perform include assisting with a variety of communication efforts; assisting with the expansion of the City's recently updated website and mobile app; and expanding social media efforts.

The position offers an opportunity for the Intern to interact with high level Staff with and to make department/public presentations. The intern will be assigned a mentor, and on a month basis, may attend special events/functions with guest speakers. This Internship will provide an opportunity to become acquainted with the City and local government.

**EXAMPLES OF DUTIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist in increasing social media content for City events, the "Discover Dublin CA", and The Wave;
- Updating and creating website content;
- Monitoring and analyzing website and mobile app usage;
- Updating of photo filing system and naming conventions to ease sharing of photos and minimize server storage;
- Assisting the with City's Annual Report.

## **CANDIDATE QUALIFICATIONS**

1. Education: Applicants must have achieved at least senior status in a four-year degree program or be enrolled in a graduate program. Academic course work should be related to business or public administration or a related field.
2. Experience: Experience or course work in business or public administration and/or general office practices is desirable but not required.
3. Licenses, Certificates and Special Requirements: Positions require a valid California Class C driver's license to be secured prior to employment and maintained current as a condition of continued City employment.

### KNOWLEDGE OF

- Basic principles and fundamentals related to local government operating functions such as City Manager's Office, Administrative Services, Community Development, Public Works, Police Services, or Parks and Community Services Department.
- Modern office practices, methods, procedures and computer equipment
- Basic research and analysis methods
- Basic business data processing principles and the use of personal computers and word processing software.

### ABILITY TO

- Communicate tactfully and effectively with the public.
- Complete assignments in a timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Type accurately at a speed necessary for successful job performance.
- Research and compile technical and financial information.
- Compose routine correspondence.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal positions. The City does not participate in the Social Security system except for a mandatory Medicare contribution. In lieu of Social Security, the City will contribute 1.5% of the employee's salary on the employee's behalf to the PARS Alternate Retirement System.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.

- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department is subject to a background check, including fingerprinting prior to employment.

Pursuant to the City’s Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin race, religion, sex or sexual orientation.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify the Personnel Division at (925) 833-6605 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies,**” “**City of Dublin,**” then on “**Summer Intern – Economic Development/Public Information,**” and “**Apply Now.**” Applications must be received by 5:00 p.m. on Friday, April 7, 2017. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## SUPPLEMENTAL QUESTIONS

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**Instructions:** Please complete and respond to all of the following supplemental questions.

1. For which type of degree are you currently enrolled?
  - Associate Degree
  - Bachelor Degree
  - Doctorate Program
  - Master's Degree
  - Vocational
  - None of the above
  
2. Please indicate your status in the coming school year 2017-18
  - Entering as a Freshman Undergraduate (<30 semester/<45 quarter credit units)
  - Sophomore status Undergraduate (30+ semester/45+ quarter credit units)
  - Junior status Undergraduate (60+ semester/90+ quarter credit units)
  - Senior status Undergraduate (90+ semester/135+ quarter credit units)
  - Will be graduating May/June 2017
  - Will be graduating December 2017
  - Already graduated/completed degree program
  - 1st year Graduate/Masters program
  - 2nd year Graduate/Masters program
  - Other - please indicate status: \_\_\_\_\_
  
3. In order to be considered for this internship, you must submit a copy of your official/unofficial college transcript(s). Did you attach copies of your official/unofficial college transcript(s)
  - Yes
  - No
  
4. Describe how this internship will help you work toward your academic and career goals?