

Management Intern **(Administration/City** **Clerk/Personnel)**

Open Competitive Examination

NOTE: This is at-will and not eligible for regular employment status. Assignment is limited to two years from hire date and/or fund availability.

THE POSITION

The City of San Fernando is seeking a responsible, dedicated and motivated student or recent graduate to become a Management Intern in our Administration/City Clerk/ Personnel Department.

Under direct supervision, assists management, professional, and technical staff in performing specialized administrative and/or technical tasks in addition to receiving training; conducts studies and prepares reports on various administrative problems and functional programs as assigned; performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Provides administrative and/or technical staff support to assigned department, program or special project.
- Assist in performing research and analysis on administrative, fiscal and operational matters as directed.
- Assist in the preparation and/or revisions of manuals, written reports, proposals, procedures, and memoranda.
- Assist with research and records retrieval for formal responses to Public Records Act Requests.
- Assist with preparing legal notices, as well as proofreading and arranging for publication of legal documents.
- Gather, compile, and organize data to prepare comprehensive reports, including graphs and charts, summarized findings, and presentation as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(continued)

- Update and monitor website information pertaining to various City functions and departments as directed.
- Assists the public on the phone or at the public counter.
- Assists with filing, data entry, and other clerical duties.
- Responds to inquiries or requests for service in a courteous and professional manner.
- Maintains confidentiality of privileged information with a high level of integrity and ethics.

MINIMUM QUALIFICATIONS

Knowledge of:

- Municipal government operations and organization.
- Basic statistics, research and report writing techniques.
- Modern computer applications including Microsoft Windows software (Excel, Word, and PowerPoint) computerized financial systems, and modern accounting software.
- Various computer systems protocols and administrative rules regarding access, use and dissemination of data contained in various computer systems.
- Proper English usage, spelling, grammar, and punctuation.
- General office practices and procedures, including recordkeeping and filing.
- Principles and practices of exemplary customer service and telephone etiquette.
- Pertinent local, state and federal rules, regulations and laws.
- City Personnel Rules, safety policies and safe work practices applicable to the work.

Ability To:

- Learn, understand, interpret and apply laws, regulations, policies and procedures.
- Prepare clear, accurate and grammatically correct written reports.

MINIMUM QUALIFICATIONS

Ability to:

- Research complex issues; analyze and make sound recommendations.
- Communicate effectively, both orally and in writing.
- Understand and follow written/oral instructions.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain highly confidential information.
- Understand and speak Spanish is highly desirable.

ELIGIBILITY REQUIREMENTS

- Graduation from High School and current enrollment in, or recent graduation from an accredited college or university is required.
- Currently enrolled undergraduate students must demonstrate that they have completed a minimum of 36 semester units.
- Maintain a satisfactory academic standing in designated college courses in a field appropriate, such as Business or Public administration, Computer Science, Economics, or related field.

Special Requirements:

- Must possess and maintain a valid California Class C Driver License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.
- May be required to work various shifts as needed.

Physical Requirements:

Essential duties require the following physical abilities and environmental conditions:

Required to regularly sit, walk and stand; required to talk and hear in person and by telephone; reach with hands/arms; feel and handle objects using hands and fingers; operate tools or controls using hands and fingers; perform repetitive movements with hands and wrists; frequently required to lift up to 10 pounds unaided; Specific vision abilities required for this job include close vision and the ability to adjust focus.

SALARY AND BENEFITS

\$19.76 - \$23.81 per hour

Minimal benefits are applicable.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Division prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at City expense.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email (personnel@sfcity.org); **OR** you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence and questions to:

**City of San Fernando
Personnel Division
117 Macneil Street
San Fernando, CA 91340
(818) 898-1221**

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



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APPLICATIONS
FOR**

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(Administration/City Clerk/
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FILING DEADLINE:

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