

# Recreation & Community Services MANAGEMENT INTERN

## 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 Recreation & Community Services 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.

## IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- May conduct field investigations, create spreadsheets, prepare maps, and graphics as required.
- Follows up on a variety of matters concerning citizen inquires, and provides assistance to resolve complaints, or refers to appropriate authority.
- Assists the public on the phone or at the public counter.
- May assist in the daily administration of current and advanced planning and urban design.
- Gather, compile, and organize data to prepare comprehensive reports, including graphs and charts, summarized findings, and presentation as directed.
- Maintains confidentiality of privileged information with a high level of integrity and ethics.

## JOB-RELATED & ESSENTIAL 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.
- 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.

## EXPERIENCE & TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

### Experience:

- 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 Urban Planning, Business or Public administration, Engineering, 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 Abilities & Environmental Conditions:

Ability to 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.



## COMPENSATION & BENEFITS

**Hourly Salary: \$20.42 - \$24.60**

*NOTE: This is an at-will, part-time position with minimal benefits.*

**BILINGUAL BONUS** \$50 per month upon passing Bilingual exam.

**TUITION REIMBURSEMENT** Up to \$1,500 per fiscal year for approved courses.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



### SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
[Personnel@sfcity.org](mailto:Personnel@sfcity.org) | (818) 898-1221

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.

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. 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.



### 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. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



**INVITES  
APPLICATIONS  
FOR**

# **Recreation & Community Services MANAGEMENT INTERN (PART-TIME)**

Open Competitive Examination

**HOURLY SALARY**

**\$20.42 – \$24.60**

**FILING DEADLINE**

**OPEN UNTIL FILLED  
FIRST REVIEW MAY 1, 2024**