

Administrative 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 Administrative Services Department, supporting both the Finance and Human Resources Divisions.

Positions assigned to this class provide administrative and/or technical support in the department assigned to become familiar with the overall functions of that department and gain practical experience in municipal government. Under direct supervision, assists management, professional, and technical staff 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)

- 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.
- Gather, compile, and organize data to prepare comprehensive reports, including graphs and charts, summarized findings, and presentation as directed.
- Assist in budget preparation, analysis and administration as directed

IMPORTANT & ESSENTIAL DUTIES – CONTINUED

- May collect and analyze data for public records requests, performance measures, financial forecasts, as well as other department functions and/or projects.
- May perform audits and/or maintain records of account activity and prepares projections of service volumes and related costs.
- Assists the public on the phone or at the public counter and responds to inquiries or requests for service in a courteous and professional manner.

Knowledge Of:

- Basic statistics, research and report writing techniques.
- Modern computer applications including Microsoft Windows software (Outlook, Excel, Word, and PowerPoint) computerized financial systems, and modern accounting software.
- 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.

Ability To:

- Learn, understand, interpret, and apply laws, regulations, policies and procedures.
- Prepare clear, accurate and grammatically correct written reports.
- Communicate effectively, both orally and in writing.
- Research complex issues; analyze and make sound recommendations.
- Understand and follow written and oral instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Maintain highly confidential information.

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 with the past two years 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, Accounting, Human Resources, Public Administration, or related field.
- Understand and speak Spanish is highly desirable.

Special Requirements:

- Must possess and maintain a valid California Class C Driver's License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.

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: \$20.92 - \$25.43

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

WORK SCHEDULE 18 to 20 hours per week. Flexible schedule; may be required to work a variety of shifts, as needed. Assignment is limited to two years from hire date and/or fund availability.

BILINGUAL BONUS \$50 per month upon passing Bilingual (Spanish language) exam.

TUITION REIMBURSEMENT Up to \$1,500 per fiscal year for pre-approved relevant 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
Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@sfcity.org | (818) 898-1221

POSTED: 3/10/25

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

Administrative Services MANAGEMENT INTERN (PART-TIME)

Open Competitive Examination

HOURLY SALARY

\$20.92 – \$25.43

FILING DEADLINE

APRIL 18, 2025 – 5PM

APPLY IMMEDIATELY