

# Community Development 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 Community Development Department Planning Division.

Under direct supervision, the intern supports the Community Development Department with entry-level current and long-range planning, architectural plan reviews, and professional/technical assistance. Duties include customer service at the counter and by phone, preparing planning and zoning documents, providing administrative support, drafting letters, reports, and other materials, and completing special projects and other related assignments 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](http://SFCITY.ORG/Hiring-Now/#Job-Specs)

- Draft and revise manuals, reports, proposals, procedures, and memos.
- Conduct field investigations; produce graphics, maps, and spreadsheets.
- Handle citizen inquiries; resolve/route complaints; assist at the counter and by phone.
- Support current/advanced planning and urban design; review plans with City Planners.
- Gather and analyze data; prepare reports with charts/graphs and presentations.
- Maintain strict confidentiality with high integrity and ethics.

## JOB-RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge Of:

- Basic planning theory, procedures, and municipal operations.
- Research, basic statistics, and clear report writing.
- Proficient in MS Windows apps (Excel, Word, PowerPoint); familiar with financial/accounting software.
- Computer system protocols, data access rules, and admin guidelines.
- Proper English usage, spelling, grammar, and punctuation.
- General office practices: recordkeeping and filing.
- Exemplary customer service and phone etiquette.
- Applicable local, state, and federal laws; City Personnel Rules, safety policies, and safe work practices.

### Ability To:

- Interpret and apply laws, regulations, and policies.
- Write clear, accurate, grammatically correct reports.
- Research complex issues and make sound recommendations.
- Communicate effectively (oral and written); follow instructions.
- Use tact and diplomacy on sensitive matters; maintain confidentiality.
- Build cooperative working relationships.
- Spanish proficiency highly desirable.

## EXPERIENCE AND TRAINING GUIDELINES

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

### Experience:

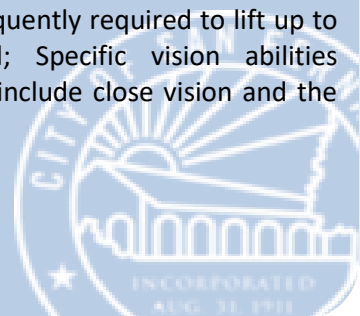
- Graduation from High School and current enrollment in, or recent graduation from an accredited college or university is required.
- Currently enrolled undergraduate students must demonstrate that they have completed a minimum of 36 semester units.
- Maintain a satisfactory academic standing in designated 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: \$21.76 - \$26.45**

*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 exam.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://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](mailto:HumanResources@sfcity.org) | (818) 898-1221

POSTED: 8/28/25

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

# Community Development MANAGEMENT INTERN (PART-TIME)

Open Competitive Examination

## HOURLY SALARY

**\$21.76 – \$26.45**

## FILING DEADLINE

**SEPTEMBER 12, 2025 AT 5PM**  
**APPLY IMMEDIATELY**