

# INTERNSHIP



# OPPORTUNITY

**ECONOMIC DEVELOPMENT INTERN - #1945**  
**(Planning, Housing and Economic Development Department)**  
**OPEN UNTIL FILLED (Opened 03/15/10)**  
**20-30 hours per week**  
**\$12.00 - \$16.00 per hour, Depending On Experience**

## **THE POSITION**

**T**he City of Redwood City invites you to apply for an internship opportunity that will be available in the Planning, Housing and Economic Development (PHED) Department during the Summer, 2010. The department is seeking an intern to start approximately in June, 2010, depending on class schedules, and end approximately September, 2010, for a total of about twelve (12) weeks, with somewhat flexible hours.

The City of Redwood City is a community of just over 75,000 people, located at the mid-point of the San Francisco Peninsula. It is a values-driven organization that is known for its great climate and profound sense of community, and has a reputation as the business and industrial center of the Peninsula. With the current revitalization of the downtown area, including the cinema project and other enhancements within the City, it is an especially exciting time to be a part of this organization.

Duties vary, and may include, but are not limited to, the following: assist with the conversion of business license data from the Standard Industrial Code (SIC) to the North American Industrial Classification System (NAICS). Using the City's Geographic Information System (GIS), key Assessor Parcel Numbers (APN's) to business addresses; assist with development of proposed Downtown Economic Stimulus Plan. The intern may also be called upon to make presentations to various individuals and groups. The overall objective is to improve the business license data so that information about businesses is more readily retrievable in a manner which allows analysis for economic development purposes.

## **THE IDEAL CANDIDATE**

Will have an interest and/or experience in working with computer programs such as MS Excel, MS Power Point; and GIS, etc.; is reliable; and will have the ability to work positively with team members or others encountered in the Economic Development programs.

## **MINIMUM QUALIFICATIONS**

Knowledge of: computer programs, including MS Excel; MS Power Point, and GIS; familiarity with the internet.

Ability to: follow either written or oral instructions; present ideas in a clear and effective manner, both orally and in writing; keep work-related records and prepare simple reports; use initiative and sound independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of work;

A typical way to obtain the knowledge and abilities would be current enrollment in a college degree program or graduation with a degree within six months prior to beginning employment. A BS or BA in Economics, Geography, Urban Planning, or Business-related program would be desirable (or coursework leading to the aforementioned majors). Also, previous work experience is preferred, but not required.

Interns must be able to work in an office environment; with sustained posture in a seated position for substantial periods of time.

## **APPLICATION PROCESS**

**Applications may be obtained in one of the following ways:**

1. Apply online at [www.calopps.org](http://www.calopps.org), Member City: Redwood City
2. Visit our web site @ [www.redwoodcity.org](http://www.redwoodcity.org) to print the application form
3. Call our 24-hour Job Hotline at (650) 780-7292. TDD is available during normal business hours for hearing impaired at: (650) 780-7265
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Department of Human Resources upon submittal of application.

## **SELECTION PROCESS**

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. Those most appropriately qualified candidates will be invited to participate in an interview with the Planning, Housing and Economic Development Department. *If there is an interest, based on your application and resume, you will be contacted by the Planning, Housing and Economic Development Department.*

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

**The City of Redwood City is proud to be an Equal Opportunity Employer!**

## **BENEFITS**

Casual positions do *not* receive benefits.

## **CITY VALUES**

**We are an exceptional organization and a leader in the Bay Area. The values that guide us are:**

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

**THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!**