INTERNSHIP OPPORTUNITY
CITY OF STANTON
7800 Katella Avenue, Stanton, CA 90680

INTERN (PART-TIME VOLUNTEER)
COMMUNITY DEVELOPMENT DEPARTMENT

The City's Internship Program is designed to provide hands-on experience and exposure to the functions and responsibilities of the Community Development Department. This is a non-paid, part-time, training level position with flexible work hours depending on availability and class schedules.

FINAL FILING DATE: The recruitment is **OPEN UNTIL FILLED** and may close without notice. Apply Immediately.

SUMMARY DESCRIPTION: Work is performed under direct supervision and is reviewed by a supervisor while in progress and upon completion. Perform a variety of customer service, office support, records processing functions in the Community Development Department.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- Provide information and assistance to the general public with regards to project applications on zoning, planning and permitting matters.
- Perform data collection and analysis on various planning and development matters.
- Assist with review and issuance of permits.
- Provide assistance with redevelopment, housing and economic development programs.
- Prepare reports and presentations.
- Compute fees and accept payments for permits and other City services.
- Type and proofread letters and memos.
- Prepare correspondence, forms and brochures.
- Organize, reproduce, disseminate and file documents including special mailings.
- Conduct in-depth research on planning related topics and projects and disseminate the information to supervisor and general public.
- Perform site inspections and business visitations.

APPLICATION AND SELECTION PROCEDURE: Applications obtained at Stanton City Hall, 7800 Katella Avenue, (714) 379-9222, ext. 225, Monday – Thursday, 7:00 a.m. - Noon and 1:00 p.m. - 6:00 p.m. or on the City website at www.ci.stanton.ca.us. City application must be completed and no faxes or e-mails accepted. Resumes or references to a resume will not be accepted in lieu of a completed City application. Applications will be reviewed carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to compete further in the process.

REASONABLE ACCOMMODATION: The Personnel Department will make reasonable efforts in the application and selection process to accommodate persons with a qualified disability. Please advise the Personnel Department in writing in advance of the selection process, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW: In compliance with the Immigration Reform and Control Act of 1986, proof of identity and eligibility to work in the United States is required prior to the start of internship.

BACKGROUND CHECK: Once accepted into the internship program, candidates will have their fingerprints reviewed by the Department of Justice and be required to take a pre-employment medical exam which may include a drug and alcohol test.

ABOUT THE CITY: The City of Stanton, incorporated in 1956, is located in West Orange County and is adjacent to the cities of Anaheim, Buena Park, Cypress and Garden Grove. The city has a land area of 3.1 square miles and a current population of 39,000. The City of Stanton is a drug-free workplace and there is a no smoking policy within the City offices and vehicles.

KNOWLEDGE/ABILITIES/SKILLS:

- Knowledge of basic research.
- Skill in preparing clear and concise written reports.
- Maintain tactfulness and courtesy in explaining City procedures and requirements.
- Operate a computer and use word processing and spreadsheet software application programs.
- Communicate clearly and concisely, both orally and in writing with residents, developers, contractors, vendors, office staff, management and other public and private representatives.
- Establish and maintain effective relationships with staff and other department representatives.

EXPERIENCE/TRAINING/EDUCATION:

- Must be a high school graduate and a current undergraduate student, graduate student or a recent graduate of an accredited college or university with a major in City Planning, Architecture, Geography, Landscape Architecture, Environmental Studies or a related field.

LICENSE OR CERTIFICATE: Must possess or be able to obtain a valid California Class C driver's license.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained herein may be changed without notice.

THE CITY OF STANTON IS AN EQUAL OPPORTUNITY EMPLOYER. All applicants will be considered regardless of race, color, religion, sex, national origin, age, marital or veteran status, disability, genetic information or any other legally protected status.