EMPLOYMENT OPPORTUNITY

Intern III - Economic Development - Smart City Initiative

An Equal Opportunity Employer

SALARY: $11.21 - $13.63 Hourly

OPENING DATE: 08/19/14

CLOSING DATE: 09/08/14 04:00 PM

DESCRIPTION AND ESSENTIAL FUNCTIONS:

NOTE: This recruitment is for a part-time, unclassified, non-benefited position limited to 999 hours of employment in a fiscal year (July 1 through June 30) with an average of less than 30 service hours per work week. Internship positions are for one (1) year and have flexible hours based on school/work schedules. Unclassified hourly employees are paid on an hourly or per diem basis and shall not be eligible for benefits nor be subject to Civil Service Rules. Although hourly employees are at-will, they are still subject to all other City policies and procedures.

Position Summary:
To assist in assigned departmental activities related to the operations of the Economic Development Department. The work assigned to the Intern III supplements the formal educational program of advanced college studies. Duties may vary widely depending on the departmental needs.

The Intern III hired to fill this current vacancy will be assigned to a specialized project within Economic Development. They will assist in a specific project regarding the analysis and implementation of a citywide state-of-the-art communication system. The primary mission is to establish an economically sustainable system with convenient world class public access that facilitates the efficient, engaged and innovative delivery of government services. The key goals are to assemble a system(s) that builds and maintains communications infrastructure and service capacity capable of driving the economic, healthcare, education and innovation sectors to levels that distinguish Chula Vista individuals and institutions as national leaders in these areas.

For this current vacancy, applicants with background in computer science and engineering or electrical engineering are encouraged to apply. Strong writing and verbal skills are required; however, the training necessary for the government related components of the project will be provided by the department. Applications will be reviewed on a regular basis and interviews will be scheduled as the need arises to fill the vacancies.

Essential Functions:
Duties may include, but are not limited to the following: perform para-professional level work specific to the department’s needs; use initiative and application of skills and education; work semi-independently and be resourceful and systematic in approach to various assignments and tasks; may be responsible for a significant level of a department project or be part of the project team.

MINIMUM QUALIFICATIONS:
Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be current enrollment in a degree program with at least 60 units completed or graduation with a degree within six months prior to beginning employment. Degree program is to be in a related field to the department's mission such as computer science and engineering or electrical engineering. Previous work experience is desired but not required. Bilingual skills (English/Spanish) are highly desirable. License or certificate: valid California driver's license and proof of insurance may be required by a department.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills and Abilities:

Knowledge of: basic knowledge of a discipline that is considered valuable to the department; computer equipment and software applications, including Microsoft Suite, related to assignments. Ability to: conduct research via the Internet and through telephone interviews with businesses and customers; keep work related records and prepare reports using a computer; read and interpret typical business correspondence, reports and City or department policies; maintain records and prepare simple reports; follow either written or oral instructions; present ideas in a clear and effective manner; make presentations where applicable; coordinate multiple activities; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful, respectful and effective manner.

Physical Demands and Working Conditions:
Dependent upon the department, the Intern III must be able to work indoors or outdoors in various weather conditions when required. Work scheduled to meet the Intern’s college class schedule and the needs of the department whenever possible.

ADDITIONAL INFORMATION:

Recruitment No. 14026508H

To be considered, applicants must submit an online City Application and completed Supplemental Questionnaire by 4:00 p.m. on the closing date listed.

An Unofficial transcript must be submitted with the application. Candidates may attach their transcript to their online application or submit via email to: psiler@chulavistaca.gov.

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notices will be sent via e-mail.
Intern III - Economic Development - Smart City Initiative Supplemental Questionnaire

* 1. This supplemental questionnaire is used to further evaluate your application for this position. Please answer each question accurately and thoroughly. Intern III is a part-time/hourly position with no benefits. Are you willing and able to accept a part-time, non-benefited position? (Note: Hours will be flexible based on applicant's school/work schedule).

☐ Yes  
☐ No

* 2. Are you CURRENTLY enrolled as a student at a college, university or technical program.

☐ YES  
☐ NO

* 3. If yes, please check the most appropriate box for units completed.

☐ I have LESS than 60 units completed  
☐ I have MORE than 60 units completed  
☐ N/A

* 4. I am enrolled or have a degree in the following field of study.

☐ Computer Science  
☐ Electrical Engineering  
☐ Engineering  
☐ Other

5. If you selected "Other", please describe.

* 6. Please select the type of degree you are currently pursuing or have received.

☐ Master's degree  
☐ Bachelor's degree  
☐ Associate's degree  
☐ Technical degree  
☐ Other

7. If you selected "Other", please describe.

* 8. If you have received your degree and are not enrolled in school, please list the month and year received. (Please put N/A if you do not have a degree.)

* 9. You MUST submit a copy of your transcripts to continue in the hiring process. Have you attached a copy of your unofficial transcript to this application?

☐ YES  
☐ NO

* 10. Which of the following best describes your bilingual (English/Spanish) skills?

☐ Limited  
☐ Proficient (able to read, speak and write fluently)  
☐ None
11. APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL) The City of Chula Vista's Human Resources Department uses electronic mail (e-mail) to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs. Therefore, as an applicant, you are hereby advised of the following:

1. Ensure that the email address and contact information you provide is current, secure, and readily accessible to you. Do not share email addresses. Spam or other filters should be adjusted to accept our emails. We will not be responsible in any way if you do not receive our emails, i.e., for the non-delivery of email or if you fail to check your email-box on a timely basis, etc.

2. Read any notices we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep a hard copy of our notices for your records.

I acknowledge that I have read, understand, and agree to the above.

☐ Yes    ☐ No