



City of
**West
Linn**

JOB ANNOUNCEMENT 2014-008 INTERNSHIP

Economic Development Intern

Internship / Full Time limited duration / Non-Exempt / Not Represented

LOCATION: Approximately 20 hours per week spent in each city

SALARY: \$16.00 per hour

OPENS: **May 15, 2014**

CLOSES: **June 6, 2014 5:00pm PST.**

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The City of Sherwood and the City of West Linn jointly offer an exciting internship program for a Public Administration graduate student or recent graduate interested in a public service career. This unique “shared internship” arrangement will allow the intern to work and learn from two different cities. Under general supervision, this full-time position will perform entry level professional work for a variety of departments, to include: Administration, Community Development, and Economic Development. The intern will participate in a range of projects contributing to the continued success of various organization-wide initiatives. Duties and responsibilities are related to the emerging issues of the day in each city and are designed to further prepare the intern for a successful career in local government. The maximum internship length is six months, or 1,040 hours. This position requires excellent oral, written, and electronic communications skills. General knowledge of municipal governments. Advanced knowledge of computer software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, social media, and web page editing. Advanced knowledge of business English composition, proof reading, spelling, punctuation, grammar, and usage. Techniques for providing a high level of customer service to the public and City staff, both in person and over the telephone. Ability to handle multiple demands and competing priorities. Ability to use initiative and work independently after receiving initial guidance. Must exhibit the confidence to work with people at all levels of seniority and from different backgrounds. This intern position is designed to prepare a college graduate for a successful career and requires a minimum of the equivalent to a high school education. Preferably an individual who recently completed, or is prepared to complete a college level program in the next six months.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Applications may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, resume, and letter of recommendation will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Interviews via video conferencing may be made available to out of area applicants who are selected for interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201