**CITY OF WILSONVILLE**

**invites applications for the position of:**

**Oregon Local Government Internship**

**SALARY:** $17.00 /Hour

**OPENING DATE:** 01/12/15

**CLOSING DATE:** 02/16/15 05:00 PM

**POSITION OVERVIEW:**

In the career world, getting your foot in the door is all about standing out amongst the crowd. Resume builders are a must, and networking is crucial to landing your first "real" job. When you choose an internship, you know it will be the beginning of the road to your first big

break. The **Oregon Local Government Internship Program** is a partnership of eight local governments, each with their own unique, vibrant feel, seeking out future leaders for the public sector realm. The program intends to hire two interns, who will split their time equally between four cities each.

That's four times the networking opportunities, four times the exposure, and four times the meaningful challenges meant to prepare emerging professionals for life in the big leagues. Of course, this internship is not the golden ticket, but it is a good start. Question is, are you ready?

If you are ready to take on this exciting challenge, submit your application materials today! Please ensure you complete all sections of the application, answer all supplemental questions, and attach a resume and cover letter. Additional information regarding this position can be found below.

***Duration and Cities Sharing Interns:***

This unique shared internship arrangement allows two interns to work and learn from four different cities while working in half-time limited duration (20 hours per week, for six months) positions. Professional development opportunities, including attendance at the OCCMA, ICMA, and ELGL conferences, are included with this internship.

*Internship West*

40 hours per week split between Tigard and Tualatin (July 1, 2015 – December 31, 2015)

40 hours per week split between Beaverton and Hillsboro (January 1, 2016 – June 30, 2016)

*Internship East*

40 hours per week split between Sherwood and West Linn (July 1, 2015 – December 31,

2015)

40 hours per week split between Wilsonville and Lake Oswego (January 1, 2016 – June 30,

2016)

**JOB DESCRIPTION**

Perform technical, paraprofessional and/or professional duties that provide practical application of formal education with on-the-job training that help interns acquire successful performance guidelines and standards for entry into a professional career.

This position may report to various managers based on the current assignment.

**Distinguishing Characteristics**

Positions in the intern classification perform technical, paraprofessional and/or professional

duties for City departments. Assignments are performed under close supervision and vary by department assignments. Training and assigned duties are related to and enhance the technical and/or academic program and introduce interns to the applicable knowledge, skills and abilities for entry level positions. This classification provides temporary employment for students and/or recent graduates to apply practical application of academic courses and training. The duties assigned should reflect similar assignments of other temporary technical,

paraprofessional and professional positions. An internship does not guarantee employment as a regular employee.

**RESPONSIBILITIES:**

**ESSENTIAL JOB FUNCTIONS**

*The following tasks are representative and are not to be considered all-inclusive.*

Entry level professional work for a variety of departments, including: Administration, Community Development, Communications, Human Resources, and/or Economic Development.

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. Complete special projects as assigned on-time and in a professional manner.

**QUALIFICATIONS:**

**Education & Experience**: Candidates with diverse education and experience are welcome to apply. However, preference will be awarded to candidates enrolled in, or who recently graduated from, a Master's program in Public Administration, Public Policy, Urban Planning, or Business Administration.

**Required Certifications/Licenses**: Requires a valid driver license.

**Knowledge, Skills, & Abilities:**

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 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, online and over the telephone.

Ability to handle multiple demands and competing priorities.

Ability to use initiative and work independently after receiving initial guidance. Ability to handle confidential information in a sensitive manner.

Must exhibit the confidence to work with people at all levels of seniority and from different backgrounds.

Fundamentally, applicants should exhibit a deep commitment to local government service and a local government career.

**ADDITIONAL INFORMATION:**

**Work Environment**: Job duties are generally performed in an office environment with environmental controls. May require some evening work.

**Physical Requirements**: Frequent sitting, talking and hearing both in person and over the phone, keyboarding and repetitive motions of the hands/wrists, and walking, reaching, and lifting and/or carrying up to 15 pounds.

**Cognitive Functions**: The position incumbent works in a fast-paced office environment characterized by frequent deadlines, interruptions, and complex decisions. The incumbent must be capable of working effectively with members of the public with diverse positions on city issues. Work is performed independently but assignments are reviewed regularly. Most problems are of moderate difficulty with precedent available. Incumbents have significant control over the planning and performance of the work. Creativity and problem-solving are demanded on a moderate level.

**Tools/Equipment Used**: General office equipment, including but not limited to: computer, printer, telephone, fax machine, and copy machine. Computer software including but not limited to: word-processing, spreadsheet, website, and database programs.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.wilsonville.or.us/>

29799 SW Town Center Loop, E Wilsonville, OR 97070

503 - 570 - 1519

Position #2015- 00009

OREGON LOCAL GOVERNMENT INTERNSHIP AV

[villagrana@ci.wilsonville.or.us](mailto:villagrana@ci.wilsonville.or.us)

**Oregon Local Government Internship Supplemental Questionnaire**

\* 1. If you are a veteran, select the option that best describes your veteran status. Please note, you must provide proof of your eligibility for veteran's preference by attaching your DD-214 or your DD-

215 to your application.

I am a qualified veteran



I am a qualified, disabled veteran

I am not a veteran

\* 2. What best describes your level of education?

Recent graduate of a MPA, MPP, MURP, or MBA program



Scheduled to graduate from a MPA, MPP, MURP, or MBA program by June 2015

Recent graduate, or scheduled to graduate in June 2015, of a Master's program

None of the above

\* 3. Please indicate the specific Master's program referenced above (if applicable):

\* 4. This shared internship is unique because the intern will be working in two jurisdictions at a time.

Describe a situation in which you successfully handled competing priorities and a challenging work load. (300 words max).

\* 5. At your retirement party, what are three things that people will say about your career? (300 words max).

\* 6. Name one textbook or management book that you could envision using on a practical basis in a local government job. Why would it be useful? (200 words max).

\* Required Question