Program Description

The City of West Sacramento has established a paid student summer internship program to provide students with practical work experience related to their academic major or chosen field of study. This program provides the City with the opportunity to invest in our future workforce and demonstrate how students can have the career they want in local government while serving their community.

The eight-week internship will provide interns with positive examples of public service, hands on experience, and an insight into how city governments are run.

Interns will spend time job shadowing City employees. Assignments will be based on the level of candidate experience and the needs of City departments.

Eligibility Requirements

In order to be eligible to participate in the Program, the intern must:

- Be a high school junior or senior 16 years of age or older OR be enrolled in an accredited college/university or a graduating high school senior enrolled in an accredited college/university OR be a graduating college senior.
- Be eligible to work in the US.
- Submit an official City application form, resume, and supplemental questionnaire through governmentjobs.com.
- Must demonstrate a desire to pursue a career in public sector.
- Preference will be given to Washington Unified School District students and graduates, and West Sacramento residents.
The City of West Sacramento is comprised of eight departments.

**Departments**

- Administrative Services
  - Finance
  - Information Technology
- City Manager’s Office
  - City Clerk
  - Community Relations/Graphic Services
  - Human Resources
  - Risk Management
  - Government Affairs
  - Port of West Sacramento
- Economic Development & Housing
  - Housing
  - Economic Development
- Community Development
  - Building
  - Code Enforcement
  - Development Engineering
  - Planning
  - Flood Protection
  - Administration
- Fire
  - Emergency Services
  - Fire Prevention
  - Fire Administration
  - Hazardous Materials
- Parks & Recreation
  - Parks
  - Recreation
  - Tree Program
  - Early Learning Services
- Police
  - Administration
  - Uniformed Services
  - Support Services
  - Constitutional Policing
- Public Works
  - Engineering (Construction, Drafting, Civil)
  - Administration
  - Operations
  - Traffic & Transportation
  - Environmental Services
  - Facilities Development

**Application Process**

The application acceptance period will close upon receipt of **100 applications** per department or **11:59 p.m., May 5, 2019**, whichever occurs first. These recruitments may close without notice.

Panel interviews will be scheduled during the second, and third week of May by each department.

Notifications will be made to applicants by the end of May, regardless of status.

**Program Schedule**

The Program will begin Monday, June 17th at 8:00 a.m. (unless otherwise determined by the department). Work days will be Monday–Friday 8:00 a.m.–5:00 p.m. (40 hours per week). The Program will end on Friday, August 9th.

**How to Apply**

Candidates may submit applications for up to 2 separate departments. Failure to follow these instructions may result in a disqualification from consideration.

An official City of West Sacramento application form must be filled out in its entirety. The NEOGOV/GovernmentJobs.com on-line application is considered to be an official City application. It is the applicant’s responsibility to explain his/her qualifications fully and clearly. Incomplete information on the application may be cause for disqualification. In addition, the applicant must submit a resume & complete the required supplemental questionnaire.

Applications, supplemental questionnaire and resumes will be screened for qualifications. The most qualified applicants will be placed on an eligibility list. The top scoring candidates will be referred to the department for further consideration and the next step in the selection process.

You will be disqualified if you do not submit a City application, resume and completed supplemental questionnaire.

The City of West Sacramento is an Equal Employment Opportunity / Federal Affirmative Action employer. Reasonable accommodation in the application, examination, and selection process will be made upon request.

NOTE: The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change.