



## Midpeninsula Regional Open Space District

### INTERN

#### **DEFINITION**

Under close supervision, incumbents in this classification assist with a wide variety of tasks and activities, as required by the departmental assignment; and perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Under close supervision, incumbents assist with administrative, specialized, professional, paraprofessional and/or technical activities. Exercises no direct supervision of staff.

#### **CLASS CHARACTERISTICS**

This is a training-level temporary position. The purpose of the intern position is to provide an opportunity for incumbents to gain experience working in an office or field environment and learn about district functions by performing a variety of administrative, professional, and/or functional support tasks related to the program area. Duties are defined by the various departments to which the incumbent is assigned. Fieldwork may be required depending on the position.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

#### **For all assignments:**

- Perform a wide variety of administrative, operational, functional, and/or technical assignments to assist departments and to receive on-the-job exposure.
- Draft and edit internal and external communications, which may include (depending on the program area) memos, reports, and presentations.
- Develop a variety of graphic materials, which may include (depending on the program area) maps, charts, displays, presentations, signs, and brochures.
- Support the planning and execution of agency events, workshops, public engagement activities or community outreach programs.
- Research, write, and present reports and recommendations on a variety of topics.
- Participate in conducting studies and analyses involving assigned programs and functions. Depending on the program area, these may be related to policies, practices, procedures, natural resources, historic/cultural resources, financial resources, facilities, proposals, staffing, new programs and projects, effectiveness of programs, and/or planning.
- Collect, compile, describe, organize, analyze, interpret, and present data and information related to area of assignment.
- Perform a variety of clerical or technical tasks in support of department assigned to including answering phones and assisting the public, data entry, proofreading, filing, collating materials, and maintaining a variety of records.
- Uses a computer to perform job related tasks, input and maintain records, and/or conduct research as needed.
- Conduct field surveys and research.
- Perform related duties as assigned.

**When assigned to Engineering & Construction (E&C):**

- The E&C Intern supports professional-level engineering and construction project management activities, including the design and implementation of capital improvement and natural resource preservation and protection projects; coordinate project related assignments with other Midpen staff, outside consultants, contractors and regulatory agencies; assist with the construction bidding process; and perform related work as required.

**When assigned to Information Systems & Technology (IST):**

- The Geographic Information System (GIS) Intern supports the GIS mapping and data entry needs of Vision Plan and Measure AA projects and of field-related programs, including the tracking of fuel and vegetation treatment related to the Wildland Fire Resiliency and Integrated Pest Management Programs. The incumbent will gain experience in cartography, data collection/management, web/software support, and customer service by performing entry level GIS services that support Midpen operations and projects.
- The IST Intern participates in new cybersecurity projects, software integration and provides hands-on helpdesk support. The intern is exposed to contracting, government information technology and the overall IT management processes. Incumbents will gain applicable experience to prepare them for an IT Technician Job.

**When assigned to Human Resources (HR):**

- The HR Intern supports HR functions in the lifecycle of Midpen employees and provides a myriad of HR support. The incumbent will gain valuable work experience and exposure to various HR functions and the public sector, including recruitment, selection and retention activities; onboarding and offboarding employees; staff training, staff development and recognition; research of employee benefits; HR metrics and demographics tracking, analysis and reporting; policy research; assistance with compensation studies; data entry into the Human Resources Information System and employee/customer service. The intern will receive feedback, coaching and practical experience needed to advance as a professional in Human Resources.

**When assigned to Natural Resources:**

- The Wildlife Biology Intern supports essential projects and programs like the wildlife camera program, the mountain lion collaring project, and wildlife monitoring to support capital and routine work. The intern also assists with reviewing and preparing permits for outside researchers. Training is provided in a variety of wildlife identification and field survey techniques as well as desktop review of wildlife imagery, data entry and management.
- The Conservation Biology Intern supports essential projects and programs like the Conservation Grazing Program, Mitigation and Monitoring Programs, and capital improvement projects as a biological monitor. The intern will also assist with the Request for Qualifications and Proposals and/or Requests for Bids process as needed. Training is provided in a variety of natural resource identification and field survey techniques.

**When assigned to Planning:**

- Planning Interns responsibilities may include, but are not limited to, researching and compiling project information, supporting with community and stakeholder engagement, assisting with environmental review and documentation, researching new programs and initiatives, conducting field surveys and data collection, and using computer-based systems such as GIS, Microsoft Excel and Adobe Illustrator for analysis of data and preparation of documents regarding Midpen lands and facilities.

**When assigned to Public Affairs:**

- The Public Affairs Interns support outreach and event planning; editorial planning; digital content management; and public/media relations planning. Interns learn and practice project management skills; strategic content creation; and public engagement strategies. Public Affairs Interns may also work on a wide variety of assignments and projects, including research and writing for publications; creating social media posts and campaigns; creating and updating website content; drafting, proofreading and production of various informational materials; special projects; and may also support governmental relations projects.

**When assigned to Visitor Services:**

- Responsibilities of the Visitor Services Interns may include but are not limited to supporting essential administrative or field functions or projects related to visitor counter data collection, preserve sign management, volunteer management, Outdoor Education programming or Ranger Operations. The intern will receive feedback, coaching, and practical experience to prepare for a career in parks or open space management.

**QUALIFICATIONS**

**Knowledge of:**

- Research and report preparation methods and procedures.
- Modern office procedures, methods and computer software and hardware (i.e. Microsoft Office Suite; Excel, Word, PowerPoint, Outlook).
- Basic mathematics.
- Principles of the specific career field applicable to the work assignment.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Proper usage of personal protective equipment (PPE).
- Techniques for providing a high level of customer service to the public and District staff.

**Ability to:**

- Learn basic principles of local government management and public administration.
- Follow policies, procedures and instructions.
- Learn and understand the organization and operation of the assigned department.
- Research, analyze, and evaluate programs, policies, and procedures.
- Prepare clear and concise reports.
- Use computer hardware, software applications, and related peripheral equipment.
- Proofread and detect errors in typing, spelling, grammar, and punctuation.
- Handle sensitive and confidential information.
- Apply course work in the specific career field to assigned duties.
- Plan, organize, and prioritize work to meet schedules and deadlines.
- Attend and participate in various meetings and events.
- Understand and follow oral and written instructions.
- Receive feedback and coaching.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and cooperative working relationships.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Current enrollment in an associate's, bachelor's, or master's degree program, or trade school in a relevant field or a recent graduate. Internships are open to applications from current students or recent graduates (within the last 12 months). Prior work experience is desirable, but not required. In lieu of prior work experience, volunteer experience and/or school projects and extracurricular work related to the program area can be considered.

**Licenses and Certifications:**

- Possession of a valid California Driver's License may be required before time of appointment depending on area of assignment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer or other devices such as electronic tablets which are often used in field work and data collection; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess the ability to drive safely to and from various District sites in the course of work. Fieldwork may be required depending on the position. Fieldwork is conducted in rural or mountainous Midpen open space areas, which may involve working alone in wild land areas and traversing rough, difficult terrain sometimes with poison oak and dense vegetation. Field work will require driving in remote areas on dirt roads in 4x4 vehicles, using multi-frequency radios, working in temperatures ranging from cold and blustery to hot and dry. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees working in the field may occasionally be exposed to loud noise levels, cold and blustery to hot and dry temperatures, inclement weather conditions, or road hazards.

**WORKING CONDITIONS**

May be required to work evenings, weekends, and holidays. May work remotely during limited day(s) based on a schedule approved by management.

EFFECTIVE: July 2024  
REVISED: N/A  
FLSA: Non-Exempt