



City of Yorba Linda
Administrative Intern (Public Works/Engineering)

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|---------------------|--------------------------|---------------------|---------------------------------------|
| SALARY | \$19.00 - \$23.09 Hourly | LOCATION | 4845 Casa Loma Avenue Yorba Linda, CA |
| JOB TYPE | Part Time | JOB NUMBER | 181900158 |
| DEPARTMENT | Public Works | DIVISION | General |
| OPENING DATE | 09/05/2023 | CLOSING DATE | Continuous |

The Position

This is a part-time position, with a minimum commitment of 20 hours per week. The internship is subject to funding and need. There will be some flexibility with working hours and efforts will be made to accommodate class schedules if applicable.

The position will serve to assist the Public Works department and Engineering division with various functions including administrative processing of deposits and invoices, coordination with Finance Department on statements and budgets, permit issuance, plan processing, document management, field assignments, and as needed support. It is anticipated that there will be exposure to capital and development projects, in addition to the engineering design and construction process where possible.

This recruitment is open on a continuous basis, and may close at any time, with or without notice.

First round of application review is scheduled for Monday, October 2, 2023. Interested candidates are encouraged to apply immediately!

Examples of Duties

1. Process permits and provides support to encroachment permit issuance
2. Track deposits, invoices, and budgets for development projects
3. Assist at the public counter
4. Perform basic field assignments
5. Assist with development plan processing & miscellaneous engineering projects
6. Compose letters and reports as necessary
7. Assist with various administrative duties
8. Perform other related duties as assigned

Desirable Knowledge Skills & Abilities

1. Ability to communicate clearly and concisely in verbal, written and graphic form.
2. Ability to perform research and compile statistical information.

3. General knowledge of finance principles and practices.
4. Ability to understand and interpret City Codes and Design Standards.
5. Ability to keep accounts and detailed records.
6. Ability to develop and maintain effective working relationships with other City employees, other agencies and the general public.
7. GIS, Excel and PowerPoint experiences are desirable.

Other

MINIMUM QUALIFICATIONS

Current enrollment in a college or university degree program, in engineering, public administration, or related field.

LICENSE AND OTHER REQUIREMENTS:

Valid State of California Operator's License.

EXEMPT/NON-EXEMPT

This is a non-exempt position. Overtime at the rate of one- and one-half times the hourly rate of the classification is paid for hours worked in excess of 40 hours per week.

BACKGROUND CHECK/PHYSICAL EXAM

Individuals selected for employment will be required to take and pass a background check (fingerprinting) for all positions and medical exam for full time and permanent part time positions. The background check and medical examination are at City expense; and conducted by a law enforcement agency and physician designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check, physical examination and received a final offer letter.

EQUAL OPPORTUNITY EMPLOYER

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Human Resources Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, City of Yorba Linda Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Agency

City of Yorba Linda

Address

4845 Casa Loma Ave

Yorba Linda, California, 92886

Phone

714-961-7100

Website

<https://www.yorbalindaca.gov>

Administrative Intern (Public Works/Engineering) Supplemental Questionnaire

*QUESTION 1

Candidates will be evaluated based on the information provided on both the application and the responses to the following supplemental questions. Do you understand this requirement?

- Yes
- No

*QUESTION 2

To be eligible for this position, you must be currently enrolled in a college or university degree program. Please list the college/university that you are currently enrolled in, and month and year of anticipated graduation.

*QUESTION 3

Please provide a short description of what interests you in this position.

*QUESTION 4

Describe your experience with the following computer applications:

- AutoCAD
- Microsoft Word (mail merge)
- Adobe Acrobat (scanning files, editing PDFs)
- Excel (creating spreadsheets)
- Geographic Information System (GIS)

*QUESTION 5

Please list your work availability and any scheduling conflicts (provide dates and times)

* Required Question