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.

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Strides Towards Entering Public Service

Summer STEPS
Student Internship Program

Program Start: June 17, 2019

Program End: August 9, 2019

City of West Sacramento

Summer STEPS
Student Internship Program
2019

City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691
(916) 617-4567
www.cityofwestsacramento.org

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.