



**CITY OF SAN LEANDRO**  
invites applications for the position of:  
**College Intern - Business  
Development**

An Equal Opportunity Employer

---

**SALARY:**

Hourly  
\$16.02 - \$24.85

**OPENING DATE:** 05/25/16

**CLOSING DATE:** 06/08/16 05:00 PM

**THE POSITION:**

**APPLY IMMEDIATELY. ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL 50 QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THE POSITION HAS BEEN FILLED OR BY 5:00 PM JUNE 8, 2016, WHICHEVER COMES FIRST.**

The City of San Leandro is offering an exciting and rewarding internship opportunity working with the Business Development Division of the Community Development Department, assisting with a wide range of economic development activities. The position provides the opportunity to work with a busy and progressive organization committed to economic development and innovation. Learn more about the many exciting things going on in San Leandro at [SanLeandroNext.com](http://SanLeandroNext.com).

The position will perform important tasks related to economic development, including demographic and real estate research and analysis; economic incentive promotion and administration; community marketing and business outreach; and business assistance and retention. The intern will have the opportunity to attend staff and public meetings and gain valuable experience in economic development and local municipal government.

This employment opportunity is a temporary, part-time position. The ideal candidate will work 10-20 hours per week in this internship position. Flexible work hours and scheduling are available and based upon the needs of the Department. There may be occasional early morning and/or evening meetings required.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

The essential functions of this classification may include, but are not limited to, the functions below and are subject to changes in operational necessity:

- Manage business license research project, including real estate data research, process planning, and business outreach;
- Conduct quantitative and qualitative research (e.g., analyzing employment data, conducting interviews and surveys);
- Provide support to the Commercial Facade, Craft Brewery, Broadband Connection, and Energy Efficiency incentive programs, including business outreach, document preparation, meeting support, and other duties as assigned.
- Prepare informational and marketing materials for business and community outreach, including flyers, PowerPoint presentations, website, and social media materials;
- Respond to citizen and business inquiries;

- Perform other duties as assigned;

**Ability to:**

- Research, collect, compile, evaluate, reconcile, and analyze demographic and real estate data;
- Prepare well-written documentation, letters, emails, and blog posts;
- Prepare flyers and other printed materials;
- Prepare PowerPoint presentations and other public communications materials;
- Exercise judgment, decisiveness, and creativity required in situations involving evaluation of information;
- Work independently and be detail oriented;
- Communicate effectively with staff and public;

**QUALIFICATIONS:**

To be eligible for this internship opportunity, the candidate must:

- Be currently enrolled/attending an accredited post-secondary institution or certification program in the fields of City/Regional Planning, Public Administration, Public Policy, Urban Affairs, Business Administration, or related field;
- Be available for employment a minimum of 15 hours a week; and
- Possession of a valid Class "C" California driver's license.
- Coursework in economic development is highly desirable, but not required.

During the course of performing the functions of this position, the employee may encounter the following conditions: working indoors, working outdoors, heights, moving machinery, temperature changes, dust, fumes/smoke/gasses, noise, electrical energy, computer monitor use, working alone, or with other individuals.

**ADDITIONAL INFORMATION:****SALARY AND BENEFITS:**

The salary range is \$16.02-\$24.85 per hour. Employment may begin at any step of the salary range, depending upon qualifications. For benefits information, please refer to the Human Resources Department tab on the City of San Leandro website at [www.sanleandro.org](http://www.sanleandro.org).

**APPLICATION AND APPOINTMENT PROCESS:**

Apply on-line by visiting the City's website at [www.sanleandro.org](http://www.sanleandro.org). Applicants **ARE REQUIRED** to attach:

1. A short writing sample related to planning, economic development, public administration, or business administration. Samples that are formatted and designed for public purpose are preferred; **and**
2. A short PowerPoint presentation sample related to planning, economic development, public administration, or business administration.

Applicant may submit a resume and one page cover letter, but they are not required. **APPLY IMMEDIATELY. ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL 50 QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THE POSITION HAS BEEN FILLED OR BY 5:00 PM JUNE 8, 2016, WHICHEVER COMES FIRST.**

**Important:**

Application materials will be competitively evaluated for relevant experience, education, and training. Applications must be accurate and concise for proper evaluation and consideration - including all supplemental questions. Submitted resumes will not be accepted in lieu of required application materials. Notating "See Resume" as a substitution for responses, education, work experience description, and/or any omitted, unclear past/present education or employment

information will not be considered and will result in disqualification. Additional documentation can be attached at the time of application, if desired.

Based on a review of the application materials, applicants whose experience and qualifications closely meeting the needs of the position may be selected to move forward through the recruitment process. Only the best-qualified applicants will be selected to move forward through the selection process, which may include a qualifying written examination, a structured oral board interview, written exercise, and/or other elements determined by the City to be appropriate. Not all qualified candidates will move forward in the selection process. Candidates will be notified via e-mail regarding the application status in each stage of the recruitment process.

**THE SELECTION PROCESS:**

Phase I - The City application and supplemental questionnaire will be evaluated to determine applicants' qualifications.

Phase II - An oral interview with the hiring department.

Before appointment, the selected candidate will be subjected to a background investigation which may include, but not be limited to, a personal and employment history assessment, criminal history check, financial background check, medical, polygraph and psychological testing and verification of a valid Class "C" California driver's license.

In accordance with Federal law, the City of San Leandro will hire only those individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

**AMERICANS WITH DISABILITIES ACT:** In accordance with the Federal Americans with Disabilities Act, Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources prior to 5:00 p.m. of the final filing deadline if accommodations are required. Medical documentation must be provided upon request.

**DISASTER SERVICE WORKER:** All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

**MISSION STATEMENT:** We, the employees of the City of San Leandro are dedicated and committed to serving the citizens of this community. We strive at all times to achieve the highest professional standards, to communicate a vision of the future, and to enhance the quality of life for every citizen.

**VETERANS' PREFERENCE:** If applying for first-time employment with the City of San Leandro within five years of separation from full-time active service, veteran's preference points will be given to honorably discharged veterans who served a minimum of three consecutive years of full-time active service in the Armed Forces of the United States. Candidates must receive an overall passing score in order to qualify for the application of veteran's preference, which will result in a three percent increment to that passing score. Applicants wishing to qualify must, prior to the application deadline, attach or provide a DD Form 214 as proof of eligibility for the veterans' preference.

The information contained herein is subject to change without notice.

**THE CITY OF SAN LEANDRO IS AN EQUAL OPPORTUNITY EMPLOYER.**

To view the job posting, visit <http://www.sanleandro.org> and click-on the employment tab at the top of the home webpage. On the 'Job Opportunities' page, click-on the job title to view the posting with more details about the essential job duties, minimum qualifications and salary and benefits.

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sanleandro.org>

OUR OFFICE IS LOCATED AT:

835 East 14th Street  
San Leandro, CA 94577  
510-577-3396  
510-577-6089

Job #2016-24  
COLLEGE INTERN - BUSINESS DEVELOPMENT  
LB

---

An Equal Opportunity Employer

---

### **College Intern - Business Development Supplemental Questionnaire**

- \* 1. Are you currently enrolled/attending an accredited post-secondary institution or certification program in the fields of City/Regional Planning, Public Administration, Public Policy, Urban Affairs, Business Administration, or related field?
    - Yes
    - No
  - \* 2. Do you currently possess, or have the ability to possess by date of hire, a valid California Class "C" driver's license?
    - Yes
    - No
  - \* 3. A short writing sample related to planning, economic development, public administration, or business administration is required to be attached to your application. Samples that are formatted and designed for public purpose are preferred. Have you attached your sample short writing?
    - Yes
    - No
  - \* 4. A short PowerPoint presentation sample related to planning, economic development, public administration, or business administration is required to be attached to your application. Have you attached your PowerPoint presentation?
    - Yes
    - No
  - \* 5. Describe your interest in working in economic development with the City of San Leandro.
- \* Required Question