



**The City of San Mateo invites applications for the position of:**

**Position:** Community Development Department – Planning Intern

**Salary:** \$16.78 - \$20.01/hr. based on qualifications

**Job Type:** Part time, year round

**Location:** City Hall, 330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403

**Duration:** 20 hours per week, Monday – Friday, times TBD

**Application:** City of San Mateo employment application and supplemental questionnaire is required.

**Closing Date:** Open until filled, or upon receipt of the first 50 applications.

**THE POSITION:** The Community Development Department’s core function is to ensure a quality commercial and residential environment, healthy neighborhoods, and a strong economic base that aligns with community objectives. The city is looking for up to two (2) interns who will assist the Planning Division on a variety of assignments to support current development and long-range planning projects. The successful candidate should be customer service oriented, friendly, professional, an outstanding multi-tasker, excellent communicator, organized and an independent worker.

**MINIMUM QUALIFICATIONS:**

Applicants must be in the process of earning an undergraduate or master’s degree in Planning, Architecture, Geography, Public Administration, Public Policy, or a related field. Applicants must also have a valid California Driver’s License (Class C).

**Knowledge, Skills and Abilities:**

- Ability to learn new information quickly
- Effective verbal and written communication skills
- Strong research and analytical skills
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Project) and web-based resources
- Ability to plan, organize and coordinate workload
- Ability to work independently and within teams
- Exhibit a positive attitude and flexibility in accepting assignments
- Adobe Acrobat Pro, Illustrator, InDesign or ArcGIS experience is highly desirable
- Experience with interpretation of technical information and statistics

**DUTIES:** The primary duties include; but is not limited to, the following:

- Providing planning customer support at the public counter/virtual counter
- Assisting with current development and long-range planning projects
- Gathering, compiling and presenting data for special assignments
- Creating illustrative graphics, flyers and informational handouts
- Investigating and proposing responses to questions or inquiries from residents
- Other duties as assigned

**HOW TO APPLY:** Interested candidates should submit an official City of San Mateo employment application, resume, and supplemental questionnaire on-line on **CalOpps.org**.

**or**

Submit an official City of San Mateo application, resume, and supplemental questionnaire to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

This recruitment is open until filled or upon receipt of the first 50 applications, résumés (required), and supplemental questionnaires, whichever occurs first.

**COVID-19 VACCINATION REQUIREMENT:**

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit City of San Mateo worksites and facilities, the City requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merits, per diems, retired annuitants, student assistants, interns and re-hires appointed by the City after January 10, 2022. Fully vaccinated means that the person received, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g. Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g. Janssen), as defined by the CDC. A reasonable accommodation request for an exemption from this vaccination requirement based on a medical condition or a sincerely held religious belief must notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 and complete the appropriate Accommodation Request form prior to the start date of employment. The City will review exemption requests on a case-by-case basis.

**SUPPLEMENTAL QUESTIONNAIRE:**

1. Why are you interested in the planning profession, and specifically with the City of San Mateo?
2. How has your work experience and education, including any special class projects, prepared you for this position?
3. What do you hope to gain out of this internship experience?

For additional information, contact Julia Klein at 650-522-7576 or by e-mail at [jklein@cityofsanmateo.org](mailto:jklein@cityofsanmateo.org)

*The City of San Mateo is an equal employment opportunity employer.*