



# City of Duarte

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IS ACCEPTING APPLICATIONS FOR:

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## Community Development Internship

### CITY SUMMARY

The City of Duarte is a small municipality located in the San Gabriel Valley, about 10 miles east of Pasadena. We have five City Councilmembers who rotate the Mayorship among themselves on an annual basis. We contract with Los Angeles County for Sheriff and Fire services. Our approximately 22,000 residents are served by our 40 full-time and 135 part-time employees. *Learn more at [www.accessduarte.com](http://www.accessduarte.com)!*

### EXAMPLES OF TYPICAL INTERNSHIP DUTIES

The Community Development Intern will be given the opportunity to work on a variety of projects and receive a wide range of experience in all areas of the **Planning, Engineering, and Public Works Divisions**. The intern will assist with basic department functions, will be trained to assist the public at the public counter and on the phone, will assist more senior staff on development projects and other tasks, and will be exposed to economic development, building and field services operations. This broad range of experience is intended to be an asset in preparing the intern for a career in public service.

### DESIRABLE QUALIFICATIONS

Enrolled in or recent completion of an educational program related to planning, engineering, political science, public administration or a closely related field; desirous of entering the public sector workforce as a career goal; comfortable working in a Mac environment; highly proficient in Word and Excel software; bi-lingual English-Spanish is a plus, but not required or expected.

### LENGTH OF INTERNSHIP, SCHEDULE

A minimum commitment of one semester is expected, and we welcome full academic year internships. Depending on the successful candidate's availability and schedule, the position will be approximately 12-18 hours per week, occurring sometime during the City Hall workweek, which is Monday through Thursday, 7:30am to 6:00pm.

### COMPENSATION

The internship range is \$10.50 - \$19.64 per hour.

### APPLICATION PRODEDURE

Candidates must complete a City of Duarte application; application plus any additional materials must be received by the Human Resources Office at City Hall by 5:00 pm on **Thursday, June 1, 2017**. Applications are available on the City's website and at City Hall. *Faxed or emailed applications and/or resumes are not accepted.* A COVER LETTER and RESUME as attachments are highly recommended. The most successful candidates will use their cover letter to include at least a full paragraph on why this particular internship (at this City and in this department) is appealing to you. In addition to noting your skills and experience, your resume should include the courses you are taking or have taken that are relevant to your desired internship.

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#### HUMAN RESOURCES OFFICE

Duarte City Hall  
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Duarte, CA 91010

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