



## City of Seal Beach

211 8<sup>th</sup> Street, Seal Beach, CA 90740

562-431-2527 x1336

# INTERNSHIP OPPORTUNITY

with the City Manager's Office

**Discover your passion for public service and obtain firsthand professional experience as you work with our City Manager's Office team to serve the City of Seal Beach.**



*The City of Seal Beach provides excellent city services to enhance the quality of life and to preserve our small town character.*

Typical duties include but are not limited to:

- Assisting with the preparation of City Council meeting documents such as staff reports, resolutions, presentations, and certificates
- Contributing to research projects on Federal, State, and local matters
- Preparing recommendations and talking points
- Compiling data, analyzing policies, and drafting procedures
- Meeting and working with multiple departments such as City Clerk, Community Development, Finance, Marine Safety, Police, and Public Works
- Conducting field work and participating at city events
- Providing administrative support such as note taking, filing, sorting mail, greeting visitors, providing tours, and answering phones

**HOW  
TO  
APPLY:**

Additional details regarding the application process and deadline for the fall semester are forthcoming. For more information, please contact Lauren Barich, Management Analyst, at [LBarich@sealbeachca.gov](mailto:LBarich@sealbeachca.gov)



### **About the City Manager's Office**

The City Manager is appointed by the City Council and serves as the City's chief administrative officer. The City Manager provides oversight, direction, and assistance to effectively coordinate and implement the policies, programs, and services adopted by the City Council. The City Manager appoints the City's department directors, with the exception of the City Attorney, and is responsible for ensuring the health and welfare of the public by providing quality, responsive, cost-effective services and programs to improve the quality of life for all residents. The City Manager is responsible for the submission and implementation of the City's annual budget in support of City Council goals that meet the needs of the community.

To name only a few, the City Manager is also responsible for Recreation & Community Services, Human Resources, Risk Management, intergovernmental relations, the waste management franchise agreement, cable television franchise agreement, recycling programs, and cell site tower regulation.

#### **Values**

- Excellent customer service
- Mutual respect
- Teamwork
- Professionalism
- Honest and ethical behavior

#### **Civility Principles:**

- Treat everyone courteously
- Listen to others respectfully
- Exercise self-control
- Give open-minded consideration to all viewpoints
- Focus on the issues and avoid personalizing debate
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions.

To learn more, please visit  
[www.sealbeachca.gov](http://www.sealbeachca.gov)