



## 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.**



*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:**

Assist with the preparation of City Council meeting documents such as staff reports, resolutions, presentations, and certificates – Contribute to research projects on Federal, State, and local matters – Prepare recommendations and talking points – Compile data, analyze policies, and draft procedures – Meet and work with multiple departments such as City Clerk, Community Development, Finance, Marine Safety, Police, and Public Works – Conduct field work and participate at city events – Provide administrative support such as note taking, filing, sorting mail, greeting visitors, providing tours, and answering phones

### **Requirements:**

- Must enroll in the PL SC 400 level course to receive academic credit
- Must have availability to complete the course's 90 hour requirement during the timeframe of 9am to 5pm Tuesday, Wednesday, and/or Thursday. The schedule is flexible based on the availability of the student.

### **HOW TO APPLY**

Please send a cover letter and resume to Lauren Barich, Management Analyst, at [LBarich@sealbeachca.gov](mailto:LBarich@sealbeachca.gov) by 5pm on Tuesday, January 17. Select candidates will be invited to a virtual interview on Monday, January 23.



### **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)