

High School Internship Spring 2015 Hourly Rate : \$8.05 Closes February 10, 2015

The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future" is strategically connected to Metro Phoenix and the Central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October, 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 44,000.

Historically an agricultural community, Maricopa's business base has translated those ties into AgriTech, renewable energy, research, and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and local charter schools, City parks and local retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Position

The City of Maricopa's High School Internship Program gives junior and senior high school students a glimpse into the world of public service, and a rich opportunity to explore careers in:

City Clerk (*Customer Service, Passports, Elections*)
City Manager (*Communications & Marketing, Intergovernmental Affairs*)
Community Services (*Parks, Sports & Recreation, Library, Copper Sky*)
Development Services (*Building, Planning & Zoning, Transportation*)
Economic Development (*Business Attraction & Retention*)
Finance (*Budget, Payroll, Accounting, and Purchasing*)
Fire Department (*Fire suppression & safety, Community Outreach, EMT*)
Human Resources (*Recruitment, Benefits, Employment Laws*)
Police Department (*Operations, Support, Victims Services*)
Public Works (*Engineering, Facilities, Fleet, Street Maintenance*)

Part of The City of Maricopa's mission is to train and educate the next generation of public service employees. Maricopa High School believes that education goes beyond the classroom. A partnership was formed between the two institutions offering students with a strong interest in public service an opportunity to work "at the bench" under the sponsorship of a City of Maricopa manager.

The purpose of this program is to provide students with an opportunity to experience how public organizations operate on a day-to-day basis. Participants will be assigned to work with a professional who is doing work related to the general field of interest to the student.

The Ideal Candidate

The ideal candidate will:

Be a High school Junior or Senior in the Maricopa area (at the time submitting application)

Have demonstrated interest in public service

Have knowledge of e-mail and Microsoft Office products

Basic grasp of filing

Be at least 16 years old and a U.S. citizen or permanent U.S. resident

Be available 10-20 hours per week for 8-10 consecutive weeks during regular business hours.

GPA over 2.0 equivalent to a "C" average or higher

Be responsible for own daily transportation to and from assigned work location



Application Procedure

Filing Information: This recruitment will close at 5:00 PM on February 10, 2015. Candidates must submit an application. You can turn in your application at your school's principal's office or drop off at City Hall. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process.

Candidates may apply via the City of Maricopa website: www.maricopa-az.gov under "Job Listing." You will only be able to upload one (1) document. Please combine the following information into one (1) document if submitting online:

- Student Information Form
- Education / Career Information
- Educational transcript
- Personal Essay (Maximum of 300 words)
- Availability and Career Preferences
- Student's Affidavit & Parental Consent Form
- Two Teacher Recommendations

Only those students who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

Internship process and general information

- Recruitment will be made to hire a maximum of 7 students who have a work availability of 10-20 hours per week for a 10 week period
- Student packets are to be turned in and/or forwarded from your High School Principal's office to the Human Resources Department by deadline: FEBRUARY 10, 2015 AT 5:00 PM
- Student packets are reviewed by Human Resources to determine if students meet the minimum qualifications and forwarded to appropriate Department Managers
- Department Managers select students for interviews. Interviews are structured with a three to eight people panel composed with Human Resources and department designees
- Selection is based on point system, students' expressed interests in City departments, and overall interview performance.
- Human Resources, if approved by parent(s), will take a picture of interns as a group to be featured in City's website under a Human Resources blog summarizing internship experience.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan if they qualify under statutory law provisions. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Employment Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

