SANTA ANA, CITY OF (CA) invites applications for the position of:

Budget Intern (Part-Time)

**SALARY:** $16.18 - $19.66 Hourly

**OPENING DATE:** 07/18/18

**CLOSING DATE:** 08/25/18 05:30 PM

**TYPE OF RECRUITMENT:** Open Competitive (Part-time, Internship)

**DESCRIPTION:**
The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a PASSION for public service. Having the best employees provides the best service to the community.

The City of Santa Ana is currently accepting applications for the Budget Intern program. The internship requires up to 27 hours of work per week. The program seeks dedicated students who, through their academic achievement and employment history, have demonstrated high potential for an administrative career in local government.

*These positions are available in various City departments, such as: City Attorney, City Manager, Clerk of the Council, Community Development, Finance and Management Services, Parks, Recreation and Community Services/Library, Human Resources, Planning and Building, Police Department, and Public Works.*

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**
It offers upper division students the opportunity to understand governmental budgeting and municipal finance.

**TYPICAL ASSIGNMENTS:**
- Assist in the preparation and development of the City's budget.
- Conduct surveys, research, data input, and data analysis utilizing Excel, Word and PowerPoint.
- Prepare informational material for public presentations.
- Assist in the development of budget procedures and manuals.
- May prepare financial data reports and other related reports as requested.
- Special projects as needed.

**MINIMUM QUALIFICATIONS:**
- Currently enrolled in a college or university (Junior or Senior, with 60 or more units completed).
- Strong computer skills and knowledge of software programs such as Microsoft Word, Excel, and PowerPoint.
- Ability to work up to 27 hours per week which may include weekends (hours may vary).
- Some positions may require possession and retention of a valid California Class C driver's license.
- Prior to appointment, interns assigned to the Police Department will be required to complete
and pass a thorough police background investigation.

_Bilingual fluency in English and one of the following languages is highly desirable: Spanish, Vietnamese, Cambodian, Hmong, Korean, or Samoan._

**SELECTION PROCESS:**
*Applications must be submitted online.* Click on the "Apply" link located at the top of this page. New users must create an account first.

**PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR ONLINE APPLICATION. IF YOU DO NOT ATTACH THE FOLLOWING DOCUMENTS, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE:**

- **References** - List names, addresses and phone numbers of three references (you may list these in the "References" section of the application or attach a list)
- **Unofficial Transcripts** showing you are currently enrolled in a college or university at the upper division level (Junior or Senior). Your transcripts MUST list your name, your school's name, your major, and the classes in which you will be enrolled for the Fall 2018 semester/quarter. Your transcripts must also show you have completed at least 60 units.

The Human Resources Department will review all applications and materials submitted. Those candidates who possess the most pertinent qualifications may be invited for an oral interview by the hiring agency. If you have any questions related to the application, please contact Tania Knauerhaze at (714) 647-5371, or by email at tknauerhaze@santa-ana.org.

_The City of Santa Ana is an equal opportunity employer. If you consider yourself a person with a disability, you may contact us regarding providing reasonable accommodation._

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**Budget Intern (Part-Time) Supplemental Questionnaire**

* 1. Are you currently enrolled in a college or university?
  - Yes
  - No

* 2. Are you currently a Junior or Senior with 60 or more units completed?
  - Yes
  - No

* 3. Do you possess strong computer skills and knowledge of software programs, such as Microsoft Word, Excel, and PowerPoint?
  - Yes
  - No

* 4. Are you willing and able to work up to 27 hours per week which may include weekends (hours may vary)?
* 5. Are you an out-of-state applicant or are you enrolled in an out-of-state college or university?

☐ Yes
☐ No

* 6. DID YOU COMPLETE/ATTACH THE FOLLOWING? 1) Completed application form which must be submitted online. 2) List of references (you may list it on the application or attach a list) 3) Unofficial Transcripts for Fall 2018 semester/quarter (must include your name, your school's name, your declared major, type of classes you are taking, the semester/quarter name, and number of units completed thus far). If you have not submitted all of the items above, please go back and do so. Incomplete application packets will NOT be referred to the hiring department. I have included ALL the documents listed above.

☐ Yes
☐ No

* Required Question