



INTERNSHIP

(Finance & Technology Services Department)

\$14.84-\$17.99/hr

Applications are due by January 29, 2016

This is an excellent opportunity to gain valuable, practical experience that will better prepare you to work in any area of local government. The Finance and Technology Services Department Intern will directly assist the Department Director with a wide range of projects related to local government. Designed to be both educational and practical, this internship will allow you to put your education to use in a professional and politically active setting. The ideal candidate is a self-starter, able to work independently and is comfortable seeking guidance/direction when necessary.

Requirements: Applicants must ***currently*** be pursuing a degree in Business, Organizational Development, Organizational Leadership, Public Administration, Public Policy, Political Science, Government or a closely related field. Graduate student preferred. **Eligibility to remain in the program is contingent upon school enrollment.**

- Must be able to work 20 hours per week.
- In order to achieve the maximum benefits of the internship program, we prefer students who are interested in at least a one year commitment.
- Must demonstrate excellent writing and communication skills, and have the ability to think creatively, work independently, and handle multiple projects.
- ***Responsibilities may include:***
 - Assisting the Senior Management Analyst with development of the two year and mid year budget.
 - Learning to use the City's enterprise resource planning software, Eden Financial System.
 - Assisting with enhancements to the Contract Management Program and database updates.
 - Collecting and analyzing data from various programs and financial reports.
 - Creating spreadsheets, charts and graphs using Microsoft Excel and/or Crystal Reports.
 - Working cooperatively with Departments and the public on the budget and special projects.
 - Assisting with implementation of various updates to the Finance Policies & Procedures.

Applicants must submit a City job application with the Human Resources Division by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE

If you have questions or need special accommodations with the recruitment process, please contact Celeste Barrino at (323) 848-6459 cbarrino@weho.org

