



245 East Bonita Avenue
San Dimas, CA 91773-3002

HOUSING INTERN

JOB SUMMARY

Under general supervision, performs a variety of entry level tasks in the area of City administration and operation of housing activities of the City; and to perform related duties as required.

REPRESENTATIVE DUTIES

1. Assists in the daily operation and maintenance of new and existing Housing programs/projects.
2. Compiles and tabulates data relating to Housing programs and projects.
3. Provides information and referrals relating to Housing programs/projects and responds to inquiries and/or problems over the telephone and in person regarding the same.
4. Assists in intake and file maintenance for all program applicants including verification and eligibility.
5. Makes field investigations and inspections.
6. Performs related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

The ideal candidate will be an undergraduate or graduate student in Public Administration, Urban Studies, City Planning, Architecture, Historic Preservation, Public Policy, Geography, or other related fields; possess excellent organizational and communication skills; have knowledge of a basic understanding of principles, practices and objectives of municipal government and; be proficient with basic Microsoft Office; and be able to work independently and follow through with assigned tasks.

Ability to:

1. Ability to establish and maintain effective working relationships with City staff and those contacted in the course of work.
2. Communicate clearly and effectively, both orally and in writing.
3. Strong research and analytical skills.

4. Proficient with Microsoft Word, Excel and Power Point.
5. Motivated self-starter able to work independently and also in a team environment.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way in which to obtain the knowledge and abilities would be:

Experience: This is an entry-level position. No previous work experience is required; however, computer experience is a requisite.

Education: Currently enrolled in an undergraduate or graduate program at an accredited college or university with major course work in Public Administration, Urban Studies, City Planning, Architecture, Historic Preservation, Public Policy, Geography, or other related field.

LICENSE

Possession of a driver's license from the California State Department of Motor Vehicles is required without restrictions.