

CITY OF LONG BEACH

City Manager Paid Internship Program Requirements

Operational Title:	Administrative Intern	Sr. Administrative Intern	Engineering Intern	Budget/Technology & Innovation Services Intern
Minimum Requirements*	Current enrollment in an Associates of Arts program or college/university at freshmen or sophomore year.	Current enrollment in a Bachelor's degree program in a junior or senior standing or enrolled in a graduate level courses.	Current enrollment in a Bachelor's degree program with a focus/emphasis in civil engineering or computer science, in a junior, senior standing or enrollment in a graduate level program.	Current enrollment in a Bachelor's degree program with a focus/emphasis in accounting, business, finance, information systems majors, in a junior, senior standing or enrollment in a graduate level program.
Salary Range (10/01/16)	\$11.148 to \$13.089 Per hour. (H30– H34)	\$14.454 to \$16.11 Per hour. (H36 – H38)	\$16.794 to \$21.255 Per hour. (H39– H43)	\$16.794 to \$21.255 Per hour. (H39 – H43)

Below are some samples on the usage of operational titles and salary ranges for interns serving on various departments:

Department	Official Classification	Operational Title	Salary Range	Hourly Rate	Enrollment Status	Duties
Airport	Administrative Intern	Administrative Intern	H30	\$11.148	Freshman in college.	Assists in managing public affair's vendors, photography and marketing.
City Auditor	Administrative Intern	Sr. Administrative Intern	H36	\$14.454	Junior in college.	Assist with research and audits.
City Prosecutor	Administrative Intern	Sr. Administrative Intern	H36	\$14.454	Junior in college.	Assist with research and other related educational/vocational duties.
Development Services	Administrative Interns	Sr. Administrative Interns	H36	\$14.454	Junior in college.	Assists in organizing forms and planning literature. Prepares CEAQ documents, research.
Financial Management	Administrative Intern	Budget Intern	H41	\$19.29	Graduate student in a MBA program.	Assists with the budget preparation and tracking.
Long Beach Gas & Oil	Administrative Intern	Engineering Intern	H39	\$16.794	Junior in college.	Assists with planning, blue prints and site assessments.



* Subject to revision/changes based on operational needs (Rev 11-2016).