



# CITY OF LONG BEACH

## EMPLOYMENT OPPORTUNITY

### TRANSPORTATION PROGRAMS INTERN (ADMINISTRATIVE INTERN NON-CAREER)

**\$16.76-\$22.14 PER HOUR**

**DEPARTMENT OF PUBLIC WORKS – TRANSPORTATION MOBILITY**

#### THE DEPARTMENT

The Department of Public Works consists of five bureaus: Business Operations, Engineering, Environmental Services, Public Service, and Transportation Mobility, with 482 budgeted full-time employees. The Department budget is comprised of 9 funds with \$188 million in both the Operating and Capital Improvement Program (CIP).

#### THE POSITIONS

The Mobility Programs Division within the Bureau of Transportation Mobility is seeking interns to assist with active transportation planning, public outreach and graphics, social media content, siting of bike parking, transportation grant applications, tabling at City events, and transportation-related research and analysis. These part-time positions are expected to work approximately 20 hours per week.

#### EXAMPLES OF DUTIES

- Creates content for Bike Long Beach social media platforms and website to promote active transportation projects and programs;
- Monitors bike rack requests and sites bike rack locations;
- Prepares graphics and maps for presentations and outreach materials using MS PowerPoint, Adobe Illustrator, and ArcGIS;
- Researches active transportation and transportation demand management best practices;
- Assists with collision analysis, GIS analysis and analysis of vehicle, pedestrian and bicycle counts;
- Assists with the writing of grant applications;
- Assists with community outreach, responds to public inquiries and attends community meetings and City events;
- Assists with active transportation campaigns and programs, including Bike Month, Bicycle and Pedestrian Count Program, and bike education efforts; and
- Performs other related duties as required.

#### APPLICATION PROCESS:

Interested applicants must file an application online at [longbeach.gov/jobs](http://longbeach.gov/jobs) with the following attachments: cover letter, resume, transcripts (unofficial, scanned copies accepted) and copy of their current class schedule. Online filing will close when the positions are filled and may close anytime during the filing period without further notice.

Incomplete packages will not be processed. The materials submitted will be thoroughly reviewed and only those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

#### MINIMUM REQUIREMENTS:

- Current enrollment in an accredited university (proof of completion of 90 quarter units or 60 semester units required) with a focus in Transportation Planning, Urban Planning, Public Policy, Geography, Marketing, Communications or closely related field;
- Pronounced interest in active transportation and urban planning;
- Experience using Microsoft Office, including Project, Access, and PowerPoint;
- Ability to effectively communicate both orally and in writing;
- Excellent interpersonal skills;
- A valid California Class C Driver License; and
- Willingness to work occasional evenings and/or weekends.

#### THE IDEAL CANDIDATE WILL POSSESS:

- Excellent organizational skills and demonstrate attention to detail;
- Strong proficiency in Adobe Illustrator and InDesign, ArcGIS, or AutoCAD and ability to apply them to the field;
- Ability to complete assignments independently, accurately, and on time;
- Strong writing, research and analytical skills;
- Experience creating social media content and outreach materials;
- Strong visual communication/design skills;
- Self-starter, dependable, diligent, amenable to performing menial tasks to advance project goals; and
- Ability to exercise professionalism by combining tact, patience and a personable demeanor.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the selection process, please request so by contacting the Personnel Division at (562) 570-4686.

**AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.**