



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

POSITION DESCRIPTION FOR RECORDS RETENTION INTERNSHIP CANDIDATES

CLASS AND TITLE	9910 Public Service Trainee (Capital Division Records Retention Intern)
SALARY	\$16.00 per hour; 20 hrs. per week
CLOSING DATE	Monday, February 10, 2020 — Via E-Mail <u>only</u> by 4:30 p.m.
APPOINTMENT TYPE	Temporary exempt, Part Time (20 hours per week) This position is subject to budgetary constraints.

The San Francisco Recreation and Park Department has one (1) part-time 9910 Public Service Trainee paid internship position in the Capital and Planning Division. We are seeking a skilled and self-motivated individual to fill a temporary part-time position available now. The work schedule for this part-time position is Tuesday, Wednesday, Thursday, 20 hours per week for six (6) months to one (1) year (limited to 1,040 hrs.). The specific daily work schedule will be coordinated with the selected candidate's academic class schedule.

We're interested in finding someone who is ambitious and looking to grow and begin their career in public sector municipal government employment. This position is crucial to the successful relocation of the division's office this summer. We'd ideally find someone who can provide great administrative and analytical support and is also interested in learning about what we do, diving in, and moving forward to develop their career in city government.

ABOUT US

The San Francisco Recreation and Park Department (RPD) manages and maintains more than 220 parks, playgrounds and open spaces in the city, including two outside of city limits: Sharp Park in Pacifica and Camp Mather in the High Sierras. Our 4,100-acre system includes 25 recreation centers, 9 swimming pools, 5 golf courses and numerous athletic facilities, including sports courts, ball diamonds, soccer fields and gymnasiums. Included in the department's responsibilities are Golden Gate Park, Coit Tower, the Marina Yacht Harbor, the Palace of Fine Arts and Lake Merced.

More than 2,000 talented individuals are part of our team, from gardeners, foresters and recreation leaders to park patrol officers, custodians, electricians, painters and more. Our core mission, as it has been throughout our history, is to provide opportunities for San Francisco residents and visitors alike to gather, play, learn, relax, and enjoy nature in the city.

POSITION DESCRIPTION

Recreation and Parks' Capital Division requires assistance with a records retention project in preparation for its relocation to 49 S. Van Ness Ave. during the summer of 2020. Under supervision of our Capital Finance Manager, specific job duties will include but not be limited to carrying out routine procedures and activities such as scanning historic documents, filing



records to be retained, and sorting the division's shared computer drive. The position will also assist in transmitting routine announcements about the move to the new facility and performing other related duties as assigned. Tasks will be carried out in direct support of the capital finance team and/or a project management team and will include assistance with analysis of financial and grant records. The intern will also be exposed to other city departments including the Real Estate Division (General Services Agency) and Public Works.

The training provided will be relevant to the entry level of the Administrative Analyst classification series and will include:

1. Training on filing and scanning of all capital document records.
2. Training on all sunshine and legal public record laws.
3. Training on all City financial and analytical systems.
4. Training on capital grant management.
5. Training on 49 S. Van Ness Ave. relocation assistance.

Minimum Qualifications

Applicants must possess a high school diploma or GED and be enrolled in an accredited college or university or be a recent college graduate. Preferred academic majors: Urban/City Planning, Public Administration, or Business Administration

Desirable Qualifications

Background in local government, finance, or capital project work.

APPLICATION PROCEDURE:

To apply, please provide the following by the deadline, **Monday, February 10, 4:30 p.m. via email to RPD_Recruitment@sfgov.org** (E-mail address uses an **underscore**, not a hyphen); **Subject Line: CAPITAL DIVISION - RECORDS RETENTION INTERN:**

1. **A current detailed resume**
2. **A cover letter that addresses your interest in the internship and describes how you meet the desirable qualifications.**

NOTE

Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those candidates most qualified will be invited for an interview. Applicants meeting the minimum qualifications are **not** guaranteed advancement to the interview.

VERIFICATION OF EXPERIENCE AND EDUCATION:

Candidates **will be required to submit verification of** qualifying experience and/or **education prior to receiving any offer of employment.** Verification of qualifying work experience typically must be on the employer's letterhead, and must include the applicant's name, job title, description of job duties, dates of service, and signature of the employer. Qualifying education may be verified by submitting a photocopy of a college transcript or diploma. To be acceptable, college degrees must have been received from accredited schools or from schools that meet accreditation standards.

Policy of Nondiscrimination on the Basis of Disability and Equal Opportunity Statement

The Recreation and Park Department does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Persons with disabilities who might need accommodations during the application and selection process should contact Margarita Recinos at (415) 831-2786 as soon as possible after filing the application.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**