



HUNTSVILLE

The Star of Alabama

CITY OF HUNTSVILLE INTERNSHIPS 2018

The City of Huntsville is offering a variety of summer experiences for college students that will provide meaningful on-the-job training and experience in a dynamic municipal government organization. Applicants must be at least 19 years old, possess a high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency, and be currently enrolled in a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education or a student who has graduated from a college or university accredited by a regional accrediting agency recognized by the U.S. Department of Education no more than six (6) months prior to placement in the Internship Program.

The City of Huntsville 2018 summer intern program runs from June 4 to August 3. Interns work Monday-Friday, 8 a.m. to 5 p.m., unless otherwise specified by the department.

Application Process

Applications will be accepted online from March 1 – March 31 through NeoGov at <http://www.huntsvilleal.gov/HR/employment.php>. *PLEASE ANSWER ALL OF THE QUESTIONS AND PROVIDE THE REQUIRED COVER LETTER AND ESSAY.* Final candidates will be interviewed between April 1 – 10. Accepted interns will be notified by April 17.

ADMINISTRATION - BUSINESS RELATIONS

One internship is available

The Business Relations Officer reports to the Mayor and is responsible for implementing the Mayor's plan for economic development and engaging with the local business community.

We are seeking and intern with the following skills/interests

- Strong analysis and research ability
- Ability to multi-task and prioritize
- Understanding of business
- Interest in economic development

- Undergraduate studies in general business, marketing, management, economics, finance or accounting, economic development, or public policy/political science.
- Familiar with Microsoft PowerPoint, Word, and Excel

ADMINISTRATION – COMMUNICATION

One internship is available

The Communication Office is seeking an intern majoring in public relations/communications to assist with media and public relations, website, and social media. The intern will assist the communication director in media and public relations activities. An ideal candidate is a college or postgraduate student in advertising/public relations, journalism, media, or communications with strong writing skills and an interest and some experience with websites, social media, campaigns and digital marketing. Two writing samples are required.

ADMINISTRATION - MULTICULTURAL AFFAIRS

One internship is available

Job description: Provide general support for various functions that originate in the Office of Multicultural Affairs under the direction of the Multicultural Affairs Officer (MAO).

Duties to be performed: Assist the Multicultural Affairs Officer (MAO) with publication of the weekly newsletter; accompany MAO on visits throughout the community and participate in various activities, when appropriate; record meeting notes, when appropriate; assist MAO with social media communications.

Qualifications: Ability to use Microsoft Office, particularly, Word and Excel; ability to use social media; good social skills and ability to interact with others; good verbal and written communication skills; ability to work with minimum supervision; neat appearance; sensitive and responsive to issues related to multiculturalism and cultural diversity.

ANIMAL SERVICES AND SHELTERING

Multiple internships are available.

This opportunity will expose interns to the processes of a municipal department's vast operations. Participation in this program will allow college undergraduates to develop transferable, real-world skills in the areas of animal health, handling and behavior, city animal ordinances and their implementation, pet adoption, rescue, foster homes, and many other aspects of a high functioning progressive shelter. Interns will work alongside shelter staff to gain valuable, hands-on experience. Interns are expected to work a regularly scheduled shift.

Animal Care (dog, cats, small mammals)

- Learn advanced animal handling skills, including handling difficult animals
- Learn, understand, and perform cleaning protocols and procedures

- Daily cleaning, feeding and medications
- Assist staff with kennel enrichment programs such as the Kong and dog walking program
- Daily monitoring shelter pets' medical status
- Assist with bathing and brushing of pets

Animal Behavior

- Learn and understand behavior evaluation protocols and procedures
- Assist with SAFER (Safety Assessment for Evaluation and Rehoming) sessions for shelter dogs and behavior evaluations for cats
- Assist in behavior modification programs
- Daily monitoring of shelter pets' behavior status

Laboratory and Medical Care

- Perform preliminary physical examinations
- Learn medical procedures and protocols
- Administer medications, vaccinations and dewormers
- Learn venipuncture
- Perform basic diagnostics such as fecals, feline leukemia and heartworm tests

Data Entry and Clerical

- Become familiar with the Chameleon shelter data management software
- Enter animal records
- Update animal information
- Answer phone calls
- Assist with confirming adoptive pet's spay/neuter appointments

Animal Live Release Programs

- Adoption programs including counseling
- Offering solutions to behavioral problems, assist citizens during the adoption process prospective and current pet owners
- Assisting clients during the adoption process
- Assisting with promotion of animals available for adoption, utilizing unique and innovative concepts and approaches, including photography and social media
- Help connect shelter pets with rescues, fosters, and transports
- Assist with foster home development

Field Operations

- Learn and assist with field operations including the apprehension of stray animals
- Learn municipal animal ordinance and their implementation
- Learn protocols with the seizure of animals, including court procedures
- Help with cruelty investigations
- Assist with triage dispatching to field officers

- Learn about issuing animal citations

Each Intern will be offered the opportunity to develop a new program that has been identified as a community need

- Adoption follow-up calls to manage any emerging issues
- Create a simple, yet effective dog and cat, especially puppy enrichment program
- Help develop a free-roaming cat ordinance, including working to reduce overall shelter cat euthanasia
- Identify vendors to begin and complete pending shelter projects

Abilities and experience:

- Basic animal handling skills
- Ability to work effectively and independently without supervision as well as working well with others
- Ability to speak, read and write the English language fluently
- Understanding of customer service skills
- Writing and computer skills
- Flexibility and willingness to learn and to try new things.
- Interns will be exposed to situations that can be emotionally and physically demanding

COMMUNITY DEVELOPMENT:

HOMEOWNERSHIP/MARKETING/COMPLIANCE

One internship is available

The City of Huntsville Department of Community Development is looking for a qualified intern to join our HUD Home Ownership/Marketing/Compliance team. Our department produces single and multi-family affordable housing and provides assistance to first time homebuyers with their down payment and/or closing costs. The department uses federal funds and is required to comply with federal regulations associated with the HUD HOME program. We are seeking an intern who is interested in real estate and/or governmental programs, can participate in various stages of print and online marketing and able to create and maintain systems for regulatory compliance.

This intern should be prepared to work in both a team environment and independently, and he/she will finish the internship having gained broad experience in various aspects of creating home ownership, marketing and government regulatory compliance.

Responsibilities

- Assist in the creation of marketing material, circulars, e-mail campaigns, video, etc.
- Assist in the distribution or delivery of marketing materials
- Participate in Terry Heights Neighborhood Redevelopment Team Meetings
- Assist with the preparation of Federal Environmental Review compliance

- Assist with the preparation of Federal Section 3 regulation compliance
- Assist with the preparation of Federal Davis-Bacon regulation compliance
- Perform analysis of Down Payment Assistance files for occupancy
- Assist with maintenance of the Down Payment Assistance excel tracking report
- Analyze current regulatory systems for efficiency
- Enter client information into excel spreadsheet data base
- Maintain tracking report of public relations activity

EMERGENCY MANAGEMENT AGENCY (EMA)

One to two internships are available

The summer intern in the office of Emergency Management will shadow a different employee each week to learn about distinct EMA functions and services at locations of interest in our jurisdiction.

Intern(s) will be on-call 24/7 for at least two weeks (not necessarily consecutive) over the Summer. During those weeks, they will be contacted by the Duty Officer when an actual incident occurs, day or night. If possible, the intern(s) will be invited to the EOC when it is activated to observe incident response.

As part of the Emergency Management Agency's 2015 strategic planning effort, taking place at the request of our Board, the intern(s) will assist the staff in preparing a SWOT analysis- detailing EMA's internal Strengths and Weaknesses, as well as our external Opportunities and Threats.

Interns will be responsible for compiling a historical account of the April 27, 2011 event. This will entail organizing newspaper clippings, photos, important documents, maps and other information compiled by the EMA staff, but currently unorganized. Interns have creative license as to how to present this information such as digital folders, physical binders, file folders, scrapbooks, etc.

ENGINEERING

One internship is available

The City of Huntsville's Engineering Department offers a summer internship for students desiring the opportunity to experience the design and construction aspects of public infrastructure projects in a municipal environment.

Responsibilities:

- Attend design reviews. Review plans for roadway, drainage, sewer, recreational sites, and development plans for compliance with local, State and Federal regulations.
- Attend pre-bid meetings, bid openings and pre-construction meetings.

- Visit construction sites. Review construction quantities and bid unit costs for public infrastructure type projects.
- Review construction progress for accordance with specifications and attend construction progress meetings and provide minutes.
- Review drainage concerns throughout the City and provide surveying and drafting assistance.
- Review flood maps and flood studies to determine compliance with local, State and Federal regulations. Assist with annual Community Rating System program.
- Develop project formats and status spreadsheets to maximize efficiency within the Engineering Department.
- Maintain records.
- Desired candidate should be a junior year student majoring in Civil, Environmental or Geotechnical Engineering. Hours are flexible; at least 2 days per week required with up to 5 days.

GEOGRAPHIC INFORMATION SYSTEM (GIS) – INTERN

One internship is available

This is technical work in the design, implementation, and maintenance of a Geographic Information System (GIS) to accommodate the mapping and graphic needs of the Urban Development Department.

ESSENTIAL FUNCTIONS OF WORK: Designs and develops GIS applications using computerized software and methods for data input, data conversion, and data analysis; monitors GIS functions to determine problems and solutions; recommends specific actions, policies, and procedures for GIS programs for review, approval, and implementation by management.

Works with staff in the interpretation, analysis, and presentation of technical data; collects and converts GPS collected data into formats directly compatible with the GIS software utilized by the department; designs and creates executable data dictionaries into field collectors for various civil programs; recommends improvements to the data entry system.

Prepares and supervises indexing schemes for conversion of dated hard copy plans into a digital format; maintains and updates the digital archival system to ensure that all maps, plans, projects, and designs are current and properly filed using constructed database environments; downloads and provides copy of digital imagery to other departmental personnel.

Conducts field surveys for the collection and verification of geographic duties.

Prepares ground control for aerial mapping and GPS projects.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Considerable knowledge of capabilities and operations of computerized Geographic Information Systems.
- Knowledge of the terminology, methods, equipment, practices, instruments, and techniques of general engineering mapping and drawing.
- Knowledge of system analysis, design, research methods and techniques.
- Knowledge of mathematics and ability to make arithmetical calculations quickly and accurately.
- Ability to operate computerized positioning and mapping programs.
- Ability to prepare maps and drawings from survey field notes.
- Ability to prepare technical reports and manuals.
- Ability to analyze data processing systems to determine user needs.
- Ability to communicate effectively, both orally and in writing.
- Skill in use of computerized programs and equipment, drafting instruments and devices.

INFORMATION TECHNOLOGY SERVICES

Two internships are available

Application Development Group - Knowledge of the principles and practices of computerized applications and Microsoft products.

Ability to type accurately, at a reasonable working rate of speed, and ability to make computations and tabulations accurately.

Skilled in the operation and care of a personal computer and scanner.

Course work in the use of computers and computer software applications, working towards Business or Computer Science degree; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities.

Network Group – Knowledge of desktop computers, servers or networking devices. Usually students in an MIS, networking or information assurance course of study can do well with this group.

LONG-RANGE PLANNING

One- two internships are available

Long-Range Planning is looking for one-two interns to assist with the on-going Big Picture comprehensive planning effort (bigpicturehuntsville.com). Duties will include preparing materials for presentations, conducting field work (simple site photography and land-use confirmation), research tasks, and the cataloging of public input. Applicants should be a student

at an accredited college or university with a degree path in urban planning, transportation planning, architecture, landscape architecture, civil engineering, public policy, geography, or related field.

Natural Resources

One internship is available

The Department of Natural Resources has one opening for an internship opportunity to work on a summer project that will focus on gathering information and preparing an initial draft of an updated Air Quality Report for the City of Huntsville. Duties will include collecting and summarizing ambient air monitoring data, stationary source emissions data, complaint information and various air pollution control activities. Duties will also include assisting with the various tasks required to operate and maintain the ambient air monitoring network and observing stationary source compliance inspections.

Applicants should be students at an accredited college or university with a degree path in environmental studies, sciences, or a related field.

Traffic Engineering

One internship is available

The Traffic Engineering Division requests a Summer Intern this year.

The internship will be primarily involved in the Traffic Data Management area, and the internship involve working under a Traffic Engineering Analyst to process collisions reports for high collision locations. The intern will work with staff to determine the types of collisions and the circumstances of these collisions as well their exact locations. The intern will utilize this data and create graphical depictions in order to better assist decision-makers in making targeted safety improvements to these roadways.

The ideal candidate would be a Civil Engineering student with an interest in the processing of data; someone with an interest and aptitude for field work; someone with an aptitude and desire to learn new computer programs, and preferably someone who is interested in traffic and transportation engineering. Excellent communications skills (written and verbal) are critical.

City Attorney Legal – PROSECUTION

One internship is available

Job description:

The intern position is designed to give undergraduate students exposure to the prosecutor's role in the criminal justice system. At the City of Huntsville Attorney's Office, interns are an integral part of our workforce. Students gain exposure to criminal case prosecution and are given responsibility, meaningful work, and a chance to leave their mark. Also the intern provides assistance to the supervising prosecutor, lead paralegal, staff prosecutors and on-call prosecutors.

Intern Duties:

- Filing – physical paper files and electronic files
- Prepare files for the imaging process
- Index scanned records and analyze for accuracy and clarity
- Open and closed case files
- Prepare and organize documents to conform to departmental standards
- Photocopy, scan, fax, answer telephones, take messages, handle mail, and perform other general office functions, as needed
- Discovery – prepare for court, request additional discovery reports/surveillance
- Assist prosecutor/paralegal team with trial preparation
- Observe court proceedings

Qualifications:

Independently use time efficiently to prioritize and perform multiple tasks to meet concurrent deadlines and manage large volume of paperwork. Work calmly under pressure and cope with interruptions to meet deadlines. Attention to detail, accuracy and follow-through. Establish and maintain effective professional relationships within the office as well as with other office units, agencies, courts, and the public as directed. Maintain strict confidentiality of all case information and materials. Ability to use Microsoft Office particularly, Word and Access; good social skills and ability to interact with others; good verbal and written communication skills; neat appearance; and sensitive and responsive to issues related to multiculturalism and cultural diversity.

FINANCE DEPARTMENT INTERN

Up to one position available

The Finance Department is responsible for monitoring the financial performance for all City departments, managing the procurement of goods and services for the city, and managing the city's cash flow from taxes, resources, and debt. Finance further provides the citizens of Huntsville, elected officials, city departments and other parties financial services and financial management information.

We are seeking an intern with the following skills/interests

- Strong analysis and research ability
- Ability to multi-task and prioritize
- Understanding of business and accounting procedures

- Undergraduate/graduate studies in accounting, finance, general business management, MIS, or economics.
- Strong skills with Microsoft PowerPoint, Word, and Excel

City Council Intern

Multiple positions available

The Huntsville City Council is the legislative branch of the Huntsville city government. It is made up of 5 members, representing 5 distinct geographic districts of Huntsville. All official actions must be approved by a majority vote of the Council during its regular meeting on the second and fourth Thursdays of the month. The Huntsville City Council is assigned to 10 Committees and Boards, with one or two Council Members on each committee. Council members represent the Council on six of the boards and committees and are assigned by the President of the Council. Each committee is responsible for hearing items that fall under its jurisdiction and then making recommendations to the Council as a whole.

We are seeking an intern with the following skills/interests

- Strong analysis and research ability
- Ability to multi-task and prioritize
- Interest in the legislative process.
- Undergraduate studies in general business, marketing, management, economics, finance or accounting, economic development, or public policy/political science.
- Familiar with Microsoft PowerPoint, Word, and Excel