



CITY OF ANAHEIM
invites applications for the position of:

Administrative Intern II - Electrical Engineering

SALARY: \$13.56 - \$20.04 Hourly

OPENING DATE: 06/15/18

CLOSING DATE: 07/13/18 05:00 PM

DESCRIPTION:



ANAHEIM OWNED. ANAHEIM FOCUSED.

As Orange County's only publicly-owned water and electric utility, Anaheim Public Utilities has provided its residents and businesses with low rates and reliable service for more than 100 years.

The **City of Anaheim Public Utilities Department** is seeking motivated and technically proficient individuals for the position of **Administrative Intern II - Electrical Engineering**. The Interns will perform entry level professional engineering duties with a high degree of accuracy in a fast paced environment. Candidates should have experience in presentation research and preparation, be computer proficient, and have excellent communications skills. Candidates must be currently enrolled in an upper division undergraduate or graduate level Electrical Engineering or related program. Ideal candidates will have power systems and computer software experience.

This is a part-time position usually averaging 20 hours per week. A minimum number of hours is not guaranteed.

The Anaheim Public Utilities mission is to add value to the community through a customer-focused approach to providing reliable, high-quality water and electric service at competitive rates. In keeping with the City of Anaheim's core values of vision, responsibility, pride and service, Anaheim Public Utilities has developed the following department goals:

- Enhance and maintain our competitive and financial position;
- Enhance community aesthetics;
- Enhance service delivery, service options and service quality;
- Ensure balanced, diverse and cost-effective resource supply; and
- Strengthen system infrastructure.

ESSENTIAL FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Perform a variety of entry-level electrical engineering staff duties related to areas such as administrative regulations, policies, processes, procedures, systems, methods, reports, surveys, and

forms, while learning the fundamental mission, structure, and operations associated with the assigned work group.

Assist with electrical engineering design and studies such as field surveys, engineering drawing reviews, materials and standards, and overhead and underground electric systems.

Participate in analytic studies by conducting routine research, identifying samples, and assembling and compiling data in well-defined areas related to engineering designs and processes, systems, methods, reports, surveys, and forms.

Apply basic statistical and engineering analysis techniques or, with detailed instructions, advanced statistical and engineering techniques in analyzing data.

Assist in writing instructions, procedures, guides, and manuals to describe and improve engineering and operating methods and systems.

Research problems, discrepancies, and responds to routine inquiries related to the business, technological, and operational activities of the assigned department.

Effectively utilize the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Prepare reports, presentations, operational documents, and correspondence containing descriptive, analytical, and evaluative content related to business, technological, and operational activities subject to review and editing by higher-level staff members.

May assist in updating web site contents and making suggestions on information layout.

May perform a wide variety of para-professional, technical, and other tasks during peak workload periods or in the absence of assigned staff.

May conduct field work.

Perform related duties and responsibilities as required.

QUALIFICATIONS:

Education:

- Current enrollment in upper division bachelor's or graduate level courses in an accredited university program; course work in the area of electrical engineering - power systems.

Knowledge of:

- Electric power systems and computer software such as Microsoft Office, AutoCAD, and database management.
- Proper business English, punctuation, spelling, and grammatical usage.
- Customer service techniques for public contact in person, on the phone, and in writing.

Ability to: gather pertinent facts and data, make thorough analyses, and arrive at sound engineering conclusions; understand, interpret, and apply pertinent laws, rules, regulations, policies, and procedures; effectively utilize standard office software and computer equipment in the performance of duties; provide technical assistance to others; work effectively and cooperatively with employees, and the public; make accurate observations and obtain objective information; prepare and present reports in written, oral, graphic, and tabular form; make routine oral presentations in a group setting; learn and effectively utilize specialized computer software and systems related to assigned function; learn the policies, processes, and procedures related to assigned department; work independently and meet deadlines; multi-task and be detail oriented, well organized and a self-starter.

License required: possess a valid California Class C driver's license

SUPPLEMENTAL INFORMATION:

This is a part-time position usually averaging 20 hours per week. A minimum number of hours is not guaranteed.

IMPORTANT APPLICATION INFORMATION AND INSTRUCTION

Applications will be accepted until **Friday, July 13, 2018 at 5:00PM**. Applicants are encouraged to apply early. Applications will not be accepted after this deadline.

The selection process includes, but is not limited to, a skills assessment and oral interview.

The eligibility list established from this recruitment may also be used to fill the current and/or additional vacancies throughout the City.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.anaheim.net/jobs>

Position #2018-00167
ADMINISTRATIVE INTERN II - ELECTRICAL ENGINEERING
JL

201 S. Anaheim Blvd., Suite 501
Anaheim, CA 92805
714-765-5111

employment@anaheim.net

Administrative Intern II - Electrical Engineering Supplemental Questionnaire

- * 1. Candidates will be evaluated based on the information provided on both the application and the responses to the following Supplemental Questions. Failure to fully detail all experience or stating experience in response to the Supplemental Questions but not listing the experience in the application, copy/pasting information, or responses referring to your resume may eliminate you from consideration. Do you understand this requirement?
 - Yes
 - No
- * 2. This is a part-time position usually averaging 20 hours per week. A minimum number of hours is not guaranteed. The hours of work is typically between 8AM to 5PM, Monday to Friday. Do you confirm that you understand and are available to work these hours?
 - Yes
 - No
- * 3. Applicants must be currently enrolled in an accredited university program in Electrical Engineering as an upper division bachelor or graduate degree candidate. Do you meet this requirement?
 - Yes
 - No
- * 4. What is your current accredited degree program standing?

- None - not currently in school or already graduated
 - Bachelor degree - lower division standing (Freshman or Sophomore)
 - Bachelor degree - upper division standing (Junior or Senior)
 - Graduate degree (Master's or PhD)
- * 5. What is your current accredited degree program major?
- * 6. What is your current GPA?
- Under 2.0
 - At least 2.0, less than 2.5
 - At least 2.5, less than 3.0
 - At least 3.0, less than 3.5
 - At least 3.5 or above
- * 7. Do you have any experience in or have taken any coursework in electric power systems?
- Yes
 - No
- * 8. Please list the electric power systems coursework you have taken. Include in your response the name and description of the courses. If none, type N/A.
- * 9. Please describe in detail any work experience you may have in electric power systems. Include in your response the employer name, years of experience and duties you performed. If none, type N/A.
- * 10. Do you have experience using the following computer programs/software?
- None
 - AutoCAD
 - Microsoft Excel
 - Microsoft Word
 - Microsoft PowerPoint
 - Microsoft Project
 - Other (please specify)
- * 11. Please describe in detail your experience using the computer programs/software that you have selected in the previous question. Include in your response years of experience and duties performed. If none, type N/A.
- * 12. Do you possess a valid California Class C Driver's License?
- Yes, I possess a valid California Class C Driver's License
 - No, I do not possess a valid California Class C Driver's License
- * 13. Provide the name of the high school where you received your diploma or obtained GED.
- * Required Question