



City of Saginaw

JOB OPPORTUNITY ANNOUNCEMENT ECONOMIC DEVELOPMENT ECONOMIC DEVELOPMENT INTERN POSITION

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

OPEN DATE: September 28, 2018

CLOSING DATE: Open until filled

SALARY: \$ 14.25 hourly

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: Applicants should be enrolled in an accredited university, pursuing a Master's degree in Public Administration

DRIVING: Required - Valid Texas Driver's License and a good driving record

TERM: November 1, 2018 – May 31, 2019
Weekly hours not to exceed 32 hours, maximum of 1,024 hours

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION.

All applications must be returned with:

1. Cover letter
2. Resume
3. Copy of valid Texas Driver's License
4. Copy of Social Security Card
5. Copy of Birth Certificate
6. Proof of Enrollment
7. Authority for Release of Information Waiver
8. Authorization to Conduct Drug & Alcohol Testing
9. Supplemental Work and Personal History Form
10. DPS Criminal History Form

Applications packets are available:

In Person: City of Saginaw Human Resources, 333 West Mc Leroy Blvd., Saginaw, TX 7617

Online: www.saginawtx.org

Completed application packets can be emailed to: applications@ci.saginaw.tx.us

**NON-TOBACCO USERS PREFERRED
NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES**

HIRING PROCESS

The hiring process for the Economic Development Intern position will consist of the following: Oral interview, background check including criminal history, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Economic Development Intern	Effective: 10/01/2018
Department: Economic Development	State Employment Commission Code: 9311
Term: November 1, 2018 – May 31, 2019	Worker's Compensation Number: 8810

JOB SUMMARY:

The Department of Economic Development is seeking a master's level intern in the field of public administration to assist with a three-project scope of work. The project focus and clean timeline for the internship is expected to result in meaningful contribution of work to the City of Saginaw, as well as tangible deliverables that may be used by the candidate as examples of their work experience in the field. This position would answer directly and solely to the Director of Economic Development and would not share hours with other City departments. This position will require work in tandem with other groups and agencies as is deemed appropriate through project completion. Weekly hours not to exceed 32, resulting in maximum of 1,024 payable hours within proposed internship term.

PROJECT SCOPE:

A three-project scope of work is proposed as the main foundation for this temporary position:

1. Local and regional labor and workforce analysis with one-page summary for recruitment efforts
2. Generalized marketing campaign for City of Saginaw to include cohesive design and completion of marketing brochure, aerial map, website, and recruitment package
3. Administration, data collection, and analysis of public retail survey with summary report

DELIVERABLES:

Successful completion of this internship will result in tangible deliverables for the candidate that they may take with them as example of their professional work, including:

- Recommendation letter referencing value-added to the organization due to the candidate, signed by the Director of Economic Development, the City Manager, and the Mayor of the City of Saginaw
- Labor and workforce analysis and one-page summary for recruitment efforts
- Cohesive marketing package to include design and execution of website, aerial map, marketing brochure, and recruitment package
- Public retail survey analysis and summary report
- Experience attending economic development-focused meetings and events
- Experience attending economic development recruitment conference
- Experience working with programs and software prevalent in professional settings
- Experience presenting to Council and the public
- Experience attending public meetings
- Connections to professionals in and around the Dallas-Fort Worth Metroplex; namely those in commercial real estate, development, brokerage, and economic development

OTHER:

This will be a temporary, hourly position with flexible schedule to meet the changing needs of student life. This position will use Microsoft Office (namely Outlook, Word, and Excel), Adobe InDesign and Illustrator, GoogleEarth or approximate GIS mapping program.

In addition to the three-project scope identified herein; this position will also:

- Join the Director of Economic Development at meetings and events locally where appropriate and in the best interest of the candidate to acquire experience
- Attend one major economic development focused conference with the Director of Economic Development
- Participate in webinars related to market insights and industry standards
- Attend one regional retail exposition with the Director of Economic Development
- Schedule business retention & partner organization visits for the Director of Economic Development
- Be required to attend one Council meeting and one Planning & Zoning Commission Meeting (at hourly rate of pay and in flex with regular working hours)
- Provide one public presentation to Council at a regularly called Council Meeting
- Participate in additional community programs and events, as needed

CANDIDATE ATTRIBUTES:

The ideal candidate for this position would be a current student in a master's level public administration program with interest in economic development, business development, community development, planning, statistics, and/or public policy research. Experience with lump data analysis preferred. This person should be professional, reliable, and creative. Willingness to learn is very important. Some travel may be required for this position.