MEMORANDUM

To: CITY OF NORTH MIAMI STUDENTS
AGES 16 AND OLDER

From: KHALID SALAHUDDIN, Recreation Supervisor
On behalf of the YOUTH OPPORTUNITY BOARD

Date: March 17, 2014

RE: 2014 SUMMER INTERN PROGRAM

The Youth Opportunity Board of the City of North Miami is once again recruiting students for placement in paid internships with the City this summer. The internships will allow selected applicants an opportunity to learn and become involved in the workings of local government.

All currently enrolled high school students who are 16 years of age or older (as of May 31, 2014) and are **RESIDENTS OF NORTH MIAMI,** are eligible to apply. Applicants should plan on working from June 9 through August 1, 2014. Interested students are encouraged to complete and submit a pre-employment application to Mr. Khalid Salahuddin at 12300 NE 8 Avenue, North Miami, FL, 33161. **The Application must be submitted by 5 PM on Monday, April 21, 2014.**

The following items must be submitted with your completed application:

1) Two (2) Reference Letters
2) Proof of Residency **(current utility bill at place of residence)**
3) Proof of Household Income **(most recent payroll statement or 2013 W-2)**
   If no income, parents must submit a notarized affidavit certifying the lack of income.
4) Proof of Age **(birth certificate)**
5) Picture I.D. (drivers license/school I.D.)

A brief summary of available positions are included with the application packet. It is important to complete all areas of the pre-employment application and attach all necessary supporting documents. Failure to do so may result in you being disqualified from the process. Once all applications have been received and screened they will be sent to the various City departments for each department to arrange an interview with prospective interns.

If you have any questions regarding the program or need additional details, please contact
Mr. Khalid Salahuddin at the Parks and Recreation Administrative offices, 305-895-9840 ext. 12221.

SUMMER INTERNSHIP PRE-EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT

Name: _____

First Last

Address _____

Street City State Zip Code

Primary Phone#: _____ **Secondary #** _____

Email Address: _____

Are you least the age of 16? _____ **Yes** _____ **No**

Are you a US citizen or lawfully authorized by US Citizenship & Immigration Services to work in the US? ____ **Yes** _____ **No**

School _____ **G.P.A.** _____ **Grade Completed** _____

From the following list, place a 1, 2, 3, 4, etc. beside the City departments in order of your preference.

(We will do our best to place you in one of these departments for an interview)

	Building & Minimum Housing		Office of the Mayor & Council
	City Attorney's Office		Parks & Recreation
	City Clerk's Office		Parks & Recreation Administration
	Community Planning & Development		Personnel Administration
	Finance		Police Department
	Information Technology (I.T.)		Public Works
	Library		Purchasing
	Museum (MOCA)		Risk Management

If you type, how many WPM (typing test may be given)? _____ **WPM**

List your extra curricular activities and community services, including any special positions held.

_____

_____

_____

List any previous job experience, including your position and the name of your employer.

If more space is needed for additional experience, use a blank sheet.

Employer: _____ Job Title: _____

Specific Duties: _____

List any special skills, talents, or experiences you feel would be relevant.

_____

_____

_____

Have you participated in this summer intern program in the past? _____ **Yes** _____ **No**

If yes, in which department did you work?

_____

The City of North Miami, Florida adheres to a policy of non-discrimination in employment and is an Equal Opportunity Employer

NORTH MIAMI FLORIDA

2014 - Miami-Dade Income Guidelines – Effective 2014

ESTIMATED FAMILY INCOME

GROSS FAMILY INCOME RECEIVED BY EACH FAMILY MEMBER DURING THE LAST 12 MONTHS. As used here, FAMILY means – Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are (1) A husband, wife, and/or dependent children, or (2) A parent or guardian and dependent children. Please list all family members, even if they did not earn income. **I UNDERSTAND THAT THIS INFORMATION WILL NOT BE RELEASED TO OTHERS**

Household Size	Extremely Low Income ELI – 30%	Very Low Income VLI – 50%	Low Income LI – 80%
1	14,300	23,800	38,100
2	16,350	27,200	43,550
3	18,400	30,600	49,000
4	20,400	34,000	54,400
5	22,050	36,750	58,800
6	23,700	39,450	63,150
7	25,300	42,200	67,500
8	26,950	44,900	71,850

FULL NAME	FAMILY RELATIONSHIP	HOUSEHOLD INCOME

Do you or your family receive government assistance? □ Yes □ No

Are you eligible for the free lunch program at school? □ Yes □ No

YOUTH OPPORTUNITY BOARD
SUMMER INTERN PROGRAM
JOB SUMMARIES

Building & Minimum Housing: Under direct supervision of the Building and Minimum Housing Manager, the intern will be responsible for the in-house scanning of permit and land records to include and not limited to permit cards, plans smaller than 11x17, submittal documents, permit cancellation forms, and realty cards in accordance with established standard operating procedures. Preparation and digitization of the current documents for scanning include the removal of staples and paperclips, feeding the documents through a desktop scanner, entering essential metadata into the Laserfiche template, conducting a quality inspection of the scanned images, recycling the file folder for continued use by the office, assembling individual permit sets with a rubber band, filing permit sets in storage boxes, and filling out the destruction log for examination by the immediate supervisor. Coordination to transport the storage boxes to the off-site space may be needed. General knowledge, skills and abilities include lifting and moving storage boxes, utilizing desktop computer to launch and use software, operating scanning equipment, using a QWERTY keyboard for data entry, filing and sorting documents, deciphering document type, verifying information on hardcopy and electronically, collaborating with other employees, following instructions, and seeking assistance or clarification when uncertain about directives.

City Attorney's Office: Intern will assist with: filing, mail pick-up, opening mail, hand-delivering documents to several departments in and around City Hall, faxing, photocopying/scanning documents, updating the books (City & County codes); organizing files, preparing storage boxes and logging boxes' content in both Excel & Word. Intern must have minimum computer skills.

City Clerk's Office: Intern will assist staff and is required to have a variety of clerical skills such as, but not limited to, photocopying, scanning documents (i.e., business tax receipt applications, etc.), filing, faxing, assisting with answering phones, providing information to residents and customers when necessary, mail pickup and distribution and other related work as well.

City Manager's Office: Intern within *Governmental Affairs* will assist the Governmental Affairs Manager with the day to day operations. The intern will work on special projects, which include but are not limited to the following: maintaining a database of constituent and Council inquiries, generate City advisory board agendas, minutes, and correspondence, assist with the planning and implementation of special presentations, research grant opportunities for various departments, assist with the filing of grant applications and administrative regulations, provide routine office support such as making copies, faxing, answering phones, and preparing correspondence for mailing. Intern within *Public Information* will work under the direction and supervision of the Public Information Manager. Intern will have duties which include, but are not limited to the following: update contact information for print and broadcast media (ongoing), update community lists and create a user friendly database, clip newspaper and other publication articles regarding the City of North Miami, gather information for inclusion in Calendar of Events and on website, assist PIM at special events, attend meetings, and miscellaneous tasks as necessary to operate the Public Information Office. Interns must have excellent communication and writing skills and knowledge of Microsoft Office and Internet Explorer.

Community Planning & Development: During the summer, the intern will work in all of the divisions within the Department, i.e. Planning, Transportation, Economic Development and Housing. The Intern will assist in a variety of clerical tasks, including but not limited to: filing, opening mail, hand–delivering documents to several departments in and around City Hall; routing plans; photocopying documents; organizing books in the Department's conference room/library; and organizing the office supply cabinet. In addition, at times the interns will be asked to ride the Nomi express survey riders and/or observe the bus in various locations and take notes.

Finance: Intern will work in various divisions of the Finance Department i.e. Utility Billing, Administration, and Pension. Interns are required to have a variety of clerical skills such as but not limited to photocopying, scanning invoices, filing, faxing, and mail pickup and distribution. Interns need to have good knowledge of business arithmetic.

Continued on reverse

Information Technology (I.T.): Intern will assist records supervisor with transporting of records from different departments to the basement, destruction of retention met files, and storage of current records, lifting, rotating and organizing records. The intern will also perform general clerical duties such as shredding, photocopying documents, sorting interoffice mail, assisting with answering phones, and providing information to residents when necessary. A limited amount of housekeeping is required.

Library: Interns will assist with daily operations, reading coaching, programming support for special events, and summer reading programs. Students will learn to do book repair in the Reference and Technical Services Departments. Other duties encompass clerical tasks such as filing, photocopying, scanning, processing of items for circulation as well items no longer suitable for circulation, and designing posters and other artwork. Duties might also include shelving of books, audiovisual materials, helping organize special collections, taking inventory.

Museum (MOCA): Interns will work as summer camp counselors in the Creative Arts Camp. They will assist art instructors in setup and cleanup of classroom, help children complete their projects and supervise 35 children during the day. Interns **must** attend an in-service training before they begin their internship at MOCA.

Office of the Mayor & Council: Intern will be assisting staff in preparing for community workshops, town hall meetings, and events. Duties will include attending meetings, filing, answering the phone and general clerical duties such as: mail pick up and distribution, typing (good typing skills is essential), organizing office supplies and files, data entry, faxing, photocopying/scanning, and other related work as well.

Parks and Recreation: Interns will work as summer Camp Counselors in the various camps and drop-in programs. These duties may include assisting with the supervision of 50+ children during the day, setting up equipment and/or materials for recreation activities, arts and crafts and games. Minor housekeeping of the facility will be asked of interns. Interns **must** attend a camp in-service training and aquatic safety training, before they begin their internship. Intern assigned to the *Parks and Recreation Administrative Office* duties include customer service, answering phones, coping, faxing, filing, scanning and miscellaneous office work.

Personnel: Intern duties are but not limited to assist in processing applicants for employment; handling employment applications and other personnel forms; assist applicants and answer inquiries about the City job vacancies over the telephone and in person; assist in administering examinations, proctoring exams; input data into computer for applicant tracking system; typing, filing and photocopying/scanning various forms and documents.

Police Department: Interns are to assist various divisions within the Police department with clerical and customer service tasks.

Public Works: Interns will have the opportunity to gain experience in two fields of Public works Administration and Building Maintenance. The Interns that are assigned to *Administration* will have to perform clerical duties but not limited to filing, answering telephones, mail pick up and distribution, typing, and organizing office supplies and files. Intern assigned to the *Building Maintenance* duties will be but not limited to assisting the Trades Mechanics with painting demolition of office space, carpentry, painting and performing other general maintenance duties.

Purchasing: Intern will assist with general clerical duties such as photocopying/scanning, filing, faxing, mail pick-up and distribution, and other related work. Intern will review bid documents and log bids in when bid openings occur. Intern will prepare spread sheets of evaluation forms for bid folders. Computer literacy is required. Intern will assist with City surplus items and assist with procurement programs such as vendor workshops.

Risk Management: Intern will be required to perform a number of simple clerical tasks. These include but are not limited to the following: filing, answering the telephones, photocopying documents and files, tallying invoices, retrieving and processing incoming and outgoing mail, faxing, creating new case files, processing files for archiving and organizing various files and records.