



COUNTY OF
SONOMA

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Sonoma County Job Announcement

INTERN - Surplus Property Recruitment #1002-0822-GSPS

Salary:	\$8.63 - \$10.49/hour
Department:	General Services
Date Opened:	2/26/2010 8:00:00 AM
Filing Deadline:	Continuous
Job Type:	Internship
Recruiter:	Lynn Vender
HR Tech:	Spencer Keyword-Dettmer

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INTRODUCTION

The Purchasing Division of the General Services Department is seeking an intern to assist with the County's surplus property program!

POSITION INFORMATION

The Surplus Property Intern will assist the Purchasing Division with various projects including: marketing surplus property to county departments and non-profits; evaluating surplus property to determine if it should be sold, salvaged, or scrapped; coordinating online sales with outside vendors; meeting with customers; assisting with sales; recycling; maintaining the surplus property website and taking photographs; completing paperwork and maintaining records; keeping surplus storage organized; and other duties as assigned.

The intern will learn knowledge of county practices, gain experience with sustainable programs, and develop working contacts with county personnel involved with energy, sustainability, and recycling.

This is a **paid** internship affording a student excellent hands-on, work experience as well as possible school credit. This position will require approximately 8 hours per week, with a flexible work schedule.

The Purchasing Division provides a centralized procurement program for all county departments. The division purchases and leases goods, provides review of contracts and RFPs (requests for proposals), engages contractors and construction services on behalf of the County and its Departments, and manages property declared surplus to the County needs.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of: the County government functions and activities.

Ability to: analyze situations accurately and adopt effective courses of action; establish and maintain effective working relationships with departmental personnel, County employees and the public; communicate effectively both orally and in writing; understand and follow oral and written directions; maintain simple records.

Required Skills, Abilities, Education Levels, & Other Necessary Qualifications:

Aside from meeting the minimum qualifications, the department is seeking an intern with a background/coursework in green or sustainable practices. The position also requires: the ability to work independently; develop working relationships with customers; computer literacy; the physical ability to bend, stop, reach, and stand for periods of time; and the ability to lift and move objects with hand carts.

MINIMUM QUALIFICATIONS

Education and Experience: Specific academic coursework and/or training and experience which is directly related to the internship established by the County.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential functions of the job.

SELECTION PROCEDURE

Application Instructions:

Applications and supplemental questions will be reviewed to ensure candidates meet the minimum requirements for the position. Candidates possessing these requirements will be referred to the department for further consideration. The hiring department will contact candidates who appear to best meet the requirements and needs of the position and take further steps in making a selection for the internship.

MISCELLANEOUS INFORMATION

Employment

Interns are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive employee benefits such as: long-term disability insurance coverage; accrual of vacation and sick leave; participation in the County retirement program; or eligibility to take promotional examinations. Interns may not work in excess of 1560 hours in a twelve month period.

If selected, students must show proof of student status and course of study by one of the following:

- Course registration material
- Certificate of Postgraduate Program requirements
- Internship registration
- Transcript

Additional Information

A background investigation may be required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, may be required prior to employment.

Applications are accepted on-line at www.jobaps.com/sonoma. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

RETURN EMPLOYMENT APPLICATIONS AND SUPPLEMENTAL DATA TO:

575 Administration Drive Suite 116B

Santa Rosa, CA 95403 (707) 565-2331

<http://www.yourpath2sonomacounty.org>