



County of Marin

2010 Summer Management Internship

Marin County at a Glance

- Beautiful, dynamic county of 250,000 residents
- Five-member nonpartisan Board of Supervisors elected by district and an appointed County Administrator
- 2,200 County employees, FY 2009-10 budget of \$434 million
- 22 County departments including public health, parks and cultural services, public safety, and road maintenance
- Commitment to organizational excellence through the County's Strategic Plan and Managing for Results program
- County offices are housed in the Marin County Civic Center, a registered historic landmark designed by Frank Lloyd Wright



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The Marin County Administrator's Office is seeking qualified applicants for its 2010 Summer Management Internship Program.

A county is the largest political subdivision of a state and acts as an agent of the state. The County Administrator's Office annually prepares the proposed budget; monitors implementation of the adopted budget; supports the legislative function of the Board of Supervisors; and manages implementation of the County's Strategic Plan.

Potential Projects and Assignments

The Marin County Summer Management Intern performs as a regular staff member in the County Administrator's Office and assists on a variety of meaningful projects for the office. Possible projects include:

- Countywide long-term budget restructuring process
- Countywide performance measurement program – Managing for Results (MFR)
- Best practice and fiscal research
- Public engagement activities

Qualifications

The ideal candidate will have an interest in local government and enjoy working in a fast-paced professional environment. Applicants must be in the process of earning or recently earned, an undergraduate degree or a graduate degree in public administration, public policy, urban planning, or related field at the time of application. Additionally, the ideal candidate will:

- Demonstrate strong verbal and written communication skills
- Possess strong research and analytical skills
- Propose innovative ideas and solutions
- Demonstrate strong MS Excel skills

Compensation and Internship Length

The successful candidate will receive a \$1,000 stipend for their service. The internship will be approximately 32 hours per week, begin in June, and last 8-12 weeks.

Application Process

Please send a cover letter, resume, 3-5 page writing sample, and three references to the County of Marin, Attn: Eric Engelbart, at the address shown to the left. The position is open until filled; however the first review of applications will begin April 1, 2010.

Questions

Please contact Eric Engelbart with any questions you may have at (415) 499-6364 or eengelbart@co.marin.ca.us.