



THE CITY OF OKLAHOMA CITY  
invites applications for the position of:

## PROFESSIONAL INTERN (PART-TIME/YEAR-ROUND)

**SALARY:** \$15.00 - \$20.00 Hourly

**OPENING DATE:** 04/26/18

**CLOSING DATE:** 06/29/18 11:59 PM

### DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:

**NOTE:** The normal starting salary for this position is \$15.00/hourly. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.

#### **DEPARTMENT INFORMATION**

The Parks and Recreation Department is seeking candidates who are juniors, seniors, or graduates of an accredited landscape architecture degree program, planning degree program, or similar professional program and who can use AutoCAD, ArcGIS, Adobe Creative Suite, Sketch-UP, Microsoft Office, and hand-drawn graphics to clearly communicate ideas and thought processes. Assignments will vary, but may include project research, site visits, sketching, computer production/drafting, design reviews, and GIS data development.

#### **JOB SUMMARY**

This position is located in the **Parks and Recreation Department** with the City of Oklahoma City and is used for training purposes in the field of public administration and in the specific operation of City departments. The position is responsible for providing standard research and administrative and/or technical support to an assigned City department. **Typical duties include:** performing a wide variety of administrative, project-related, department-specific, and/or financial assignments to assist a City department or division. This position may also be utilized for students and interns working part-time on special projects while completing advanced degree programs.

#### **OTHER NOTES:**

**NOTE:** Applicants must be at least 18 years of age at the time of application for part-time/seasonal employment and must pass a post-offer drug test and health screen as administered by the City of Oklahoma City.

**NOTE:** This position performs duties that may require local travel; therefore, a valid driver license (Operator) is required.

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your rehire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer and acceptance of employment, the City of Oklahoma City will conduct a background investigation/verification. Applicants will be provided contact information for any third party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

**NOTE:** Completion of the supplemental questions is required.

**AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

**Recruiter:** DB

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If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:

[www.okc.gov](http://www.okc.gov)

Position #201800374  
PROFESSIONAL INTERN (PART-TIME/YEAR-ROUND)

420 West Main Street  
2nd Floor  
Oklahoma City, OK 73102  
405.297.3882

[careers@okc.gov](mailto:careers@okc.gov)

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**PROFESSIONAL INTERN (PART-TIME/YEAR-ROUND) Supplemental Questionnaire**

- \* 1. Can you perform the duties of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require a reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department Representative.
  - Yes
  - No
- \* 2. You must be at least 16 years old at the time you make application for certain part-time or seasonal jobs in the Parks and Recreation Department. You must be at least 18 years old at the time you make application for part-time employment in all other departments. This position requires you to be at least 18 years old at the time you make application. Are you:
  - 16-17 years old
  - 18-20 years old
  - 21 years or older
- \* 3. Please indicate the type of driver license you currently possess.
  - I do not possess a valid driver license
  - Class A CDL
  - Class B CDL
  - Class C CDL
  - Valid Driver License (Operator)
- \* 4. Are you a junior, senior, or graduate of an accredited landscape architecture degree program, planning program, or similar professional program?
  - Yes     No

- \* 5. Please describe your knowledge of principles of Park Planning, Parks and Recreation Design, and Landscape Architecture. Where and when did you gain this knowledge. If you do not have this knowledge, type in N/A.
- \* 6. Please describe your skill in relating written information to drawn or sketched information. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 7. Please describe your skill in devising solutions to parks and recreation design problems. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 8. Please describe your skill in working efficiently and accurately with information. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 9. Please describe your skill in verbal and written communications. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 10. Please describe your skill in assessing salient information through research, conferences, and examinations. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 11. Please describe your skill in working extensive projects through to completion within specified timeframes. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 12. Please describe your skill in relating to others from various socio-economic and professional backgrounds. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 13. Please describe your skill in writing technical reports. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 14. Please describe your skill in reading and interpreting technical, narrative and graphic displays. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 15. Please rate your skill level using ArcGIS.
  - None. You have no training or experience.
  - Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.
  - Good. Repeated successful experiences with the program. Help may be required from time to

time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

\* 16. Please rate your skill level using Adobe Suite.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

\* 17. Please rate your skill level using Sketch-UP.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

\* 18. Please rate your skill level using AutoCad software.

None. You have no training or experience.

Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Repeated successful experiences have been completed. Help may be required from time to time, but you can usually perform the skill independently.

You can perform the actions associated with this skill without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this skill.

You can answer any question about the skill and most any question related to the field where the skill is used.

\* 19. Please rate your skill level in Microsoft Office programs.

None. You have no training or experience.

Little. Basic training has been received. The only experience gained has been in a classroom and/or experimental scenarios, or as a trainee on the job.

Good. Repeated successful experiences with the program. Help may be required from time to time, but you can usually perform the skill independently.

Very Good. You can perform with this software without assistance. You are certainly recognized within your immediate organization as "the person to ask" when difficult questions arise regarding this program.

Expert. You can answer any question about the program and most any question related to the software.

\* Required Question