



## MUNICIPAL WATER DISTRICT OF ORANGE COUNTY EMPLOYMENT OPPORTUNITY

Intern (Water Use Efficiency Department)

Pay rate: \$11.18 - \$18.63 / hour

Term: Part-time, 19 hours / week max.

**Position Summary:** Under immediate supervision, completes a wide variety of routine assignments and research in various aspects of the Water Use Efficiency Department. This will be conducted as part of a systematic training program in water use efficiency, public administration, and marketing.

**Characteristics of Successful Performers:** A successful performer is self-motivated, willing to learn, works well in a team environment, has good communication skills, and a professional and courteous attitude. Interns must possess the ability to work independently, and make decisions for him/herself. In addition, one must be organized and apply good common sense. Organization and time management skills are essential in order to bring a given task or tasks to completion. Interns must have the ability to adapt to a variety of computer programs.

**Knowledge of:** Basic principles and methods of public administration and/or marketing; statistical and research methodology; public agencies; municipal water departments; effective public relations techniques; computer software applications, including Microsoft Office (Word, Excel, and Access); customer service values and principles. Knowledge of horticultural practices and survey techniques is useful, but not required.

**Ability to:** Plan, organize, and perform the duties of the position; communicate clearly, concisely, and effectively in both oral and written forms; make sound analyses and evaluations; perform research, coordinate data, and prepare clear and comprehensive reports; use a variety of tools, devices, and equipment specific to an office environment; establish and maintain effective professional working relationships with the public and other members of the staff.

### **Requirements**

- Must be currently enrolled in college.
- Must have good knowledge of computer software such as MS Word, Excel, Outlook.
- Good communications skills, professional and courteous attitude.
- Possess and retain a valid Class C California Driver's License with good driving record.

### **Application Procedure**

The following documents are required:

- **Resume** detailing all qualifications as they relate to this position and its requirements.
- **A letter of interest** describing career goals and reason for seeking the Design Engineering Internship.
- **MWDOC Employment Application**, including names, addresses, and phone numbers of three references, one of which must be a current or former professor.
- **Proof of enrollment** in college.

*Please mail, e-mail, or fax the required documents to:*

Municipal Water District of Orange County  
P.O.Box 20895  
Fountain Valley, CA 92728-0000  
Fax: (714) 963-5382  
e-mail: jobs@mwdoc.com