



## TO APPLY:

Email cover letter,  
resume, and unofficial  
transcript or current  
semester registration to:

[LBDS@longbeach.gov](mailto:LBDS@longbeach.gov)

## DEADLINES:

For Spring 2010  
Internship:  
Deadline December 18,  
2009

## Long Beach Development Services 2009-2010 Internship Program

### LBDS Internship Program

The LBDS Internship Program is an opportunity for currently enrolled students to complete a 12- week internship with the department that will allow participants to:

- Understand the City's processes and policies.
- Gain hands-on experience as it relates to development, redevelopment and City building codes.
- Improve professional development and gain an understanding of the City's governmental organization.
- Appreciate the challenges, constraints and opportunities facing municipal governments today.

### About LBDS:

At LBDS, our mission is to make a difference in our community by building a dynamic, safe and sustainable city that honors its past and embraces the future. The department includes more than 120 employees working in the City's Building, Planning, and Redevelopment teams.

### Internship Background:

The LBDS internship is a 12-week, unpaid program providing a hands-on learning opportunity about building processes, planning considerations and redevelopment activities in the 5th largest city in California. Interns will have an opportunity to work in each of the 3 bureaus under the direction of a Manager with knowledge and experience in their field, with the opportunity for ongoing mentorship. May be used for college credit.

### Goals & Expectations of Interns:

We are seeking highly motivated graduate and undergraduate students with an interest in urban planning, design, architecture, real estate, law, development, or public administration. Interns will work closely with a department Officer for a period of 4 weeks before moving on to the next of 3 total rotations. During this 12-week period, interns will work directly with the public and out in the field, and will be an important part of the LBDS team. Interns will work on targeted projects and possibly undertake a research project of their own. Interns will work a minimum of 12 weeks, with flexibility allowed for the intern's school schedule. Regular hours of operation are Monday through Friday.



333 W. Ocean Blvd  
Long Beach, CA 90802  
T: 562-570-LBDS  
F: 562-570-6205

## Long Beach Development Services 2009-2010 Internship Program

### Components of each 12-week curriculum:

- Department Orientation - Introduction to LBDS
- Shadow the Director
- City Plan-Van tour with representatives from the 3 Bureaus
- Briefing with Department Director
- Ride-along with Department Inspectors
- Development Services Counter – 16 hours of shadowing
- Attend Planning Commission Meetings
- Attend Redevelopment Agency Board Meetings
- Attend Zoning Hearings
- Attend Staff Meetings

### Qualifications:

- Currently enrolled undergraduate (junior and senior year) and graduate students in the fields of Public Administration, Urban Planning, Public Policy, Business Administration, Real Estate Development, Law or related degree program.
- Excellent computer skills and proficiency in Microsoft Office (Word, Excel and PowerPoint). Working knowledge of Publisher and GIS is preferred.
- Knowledge and skills to read and interpret planning-related maps, graphs and charts, perform simple arithmetical calculations, maintain records and simple reports.
- Must be motivated individual with strong interpersonal skills and strong verbal and written communications skills.
- Ability to interact professionally with the public, staff and department Boards and Commissions.

### Curriculum Rotations:

Weeks 1 – 5: Planning Rotation  
Weeks 6 – 7: Building Rotation  
Weeks 8 – 12: Redevelopment Rotation

### The City of Long Beach is an Equal Opportunity Employer:

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact Kathy Bangma at (562) 570-6333.

## TO APPLY:

Email cover letter,  
resume, and unofficial  
transcript or current  
semester registration to:

[LBDS@longbeach.gov](mailto:LBDS@longbeach.gov)

For more information,  
call (562) 570-6472

Find LBDS online:  
[lbs.longbeach.gov](http://lbs.longbeach.gov)



facebook

twitter