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District II	
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District III	
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Palm Beach	Ed Beecher Human Resources Director Eddie.Beecher@copbfl.com
Palm Beach Gardens	Alana Ramai Human Resources Coordinator office: (561) 799-4206 site: www.pbgfl.com address: 10500 N. Military Trail Palm Beach Gardens, FL 33410

Royal Palm Beach	<p>Monika D. Bowles, MPS, SHRM-SCP, IPMA-SCP Director of Human Resources Village of Royal Palm Beach (561) 790-5116 www.royalpalmbeach.com</p>
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District V	
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Opportunity
Leon County has 2 primary internship opportunities for current MPA students and recent grads. Both are housed in the County Administration office. Here are some details:
<ul style="list-style-type: none">• Legislative internship<ul style="list-style-type: none">o Unpaido Can be either Fall or Spring semestero Mostly assisting with legislative research and bill analysis, but also can help with other projects and special eventso Hours are flexible; typically approx. 15 hours per week• Management internship<ul style="list-style-type: none">o Paid; salary is \$24,000 per yearo 40 hour workweek, full-timeo Generally a 1 year internship; filled whenever it becomes vacant (most interns move on to become Management Analysts or Budget Analysts)o Assists with legislative affairs, but also policy work, agenda items, and other special projects. Special event support as well. <p>The budget office also hosts interns from time to time, but these are the 2 primary, standing internship opportunities.</p>
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There are two opportunities in DeLand:

- First is a school year college level internship with the City of DeLand working in the City Manager's office. (Paid, 20 hrs per week)
- Second is the FCCMA Volusia shared internship where a college student will work for 4 different entities throughout the year. (Paid, 20 hrs per week)
 - o I am hoping that the shared internship program will still be supported by the FCCMA, but if not, the internship seems like it will continue regardless... the only difference is that the intern won't get to attend the annual conference at no cost.

The internships are generally aimed for potential City Manager types, but we have had HR, Finance, Legal and even Planner specialty students fill the positions from time to time. I have job descriptions if needed.

Flagler County regularly offers both paid and unpaid internship opportunities in Engineering, Environmental Land Management, Innovation Technology, Planning, Emergency Management, and more. If paid, the salary range is from \$10 to \$13 per hour DOQ as funding allows. The timing is mainly annually but can be adjusted base upon county needs. Internships are provide an opportunity to develop positive work habits to test their aptitude for, or interest in a selected field. Because we have a wide range of opportunities, we do not have a job description, because of the varying disciplines.

Last summer the City of Palm Coast hired two college interns, who graduated from a local high school, to develop an intern program for our organization, including a recruitment/marketing strategy.

This summer was our first year to implement the program. It has been a huge success. We created appropriately 17 positions and we received over 300 applications. Our interns have filled positions in nearly every department. They are all assigned projects to complete during the summer that add value to our organization and community.

I also meet weekly with all of our students to tell "stories" about this "crazy" business. It is a very rewarding experience.

The Parks and Recreation Department normally takes on two interns annually, which are typically unpaid.

Typically this person is in their final semester at one of the local universities working towards their bachelors in Public Administration. The internship is 12 weeks long, and is 24 hours per week.

Each summer Satellite Beach offers paid internship opportunities. There is no job description, but we usually offer 3-4 positions and they are typically \$200/week (\$10/hr @ 20 hrs/wk) and they run for 2-3 months. The city is also very flexible regarding work location, hours, and days. The city doesn't usually have to even advertise, because some students have returned in subsequent years and word of mouth has brought others. It is a great program and they provide really amazing work product and service.

The City of Boynton Beach offers an internship program that is primarily unpaid, although there are limited occasions when it may be paid. The City has an open application for those who wish to have an internship with the City, and the link to access it is: <http://www.boynton-beach.org/departments/hr/internship.php>. Internship requests are evaluated by Human Resources in collaboration with the department in which the internship is requested.

Not an internship, but the FAU school of Public Administration offers assistantships for qualified PhD students who pursue the degree full time. We admit and award 8/16 for spring and 2/16 for fall.

The full information is on our website:
<http://cdsi.fau.edu/spa/phd/>

The Town of Lantana has one Intern in the Administration Department. There is no set term for the Intern and it is a paid position.

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Here is the requested information regarding internships with the City of Palm Beach Gardens:

The city is currently going through its first internship program.

Qualifications for the internship are as follows:

- ☐ The participating intern must be enrolled full time or part time at an accredited university or college.
- ☐ He/she must be classified as an Undergraduate/Graduate student; and provide an unofficial transcript and resume.
- ☐ The intern must have a minimum overall GPA of 2.5 on a scale of 4.0.

Right now the internships are available upon the department's request/need. However, if the city receives a request it confirms with the requested department to see if the city is able to accommodate the student.

The internships are temporary part with a pay of \$12.43 per hour.

The City is currently budgeted to have two internships starting with the new fiscal year in October '17. One position will be assisting the Village Manager with Strategic Planning research and special projects as needed by direction of the Manager, and the other will be working in the Engineering/GIS Department. The Engineering/GIS intern will be working with the GIS staff and Project Manager staff doing a variety of tasks such as in field data collection, GIS points, and design work with certain capital projects. The city anticipates these positions to be just part time as needed, but for the entire fiscal year. The City has estimated a range of pay to attract qualified and interested students at the suggestion of the Internship Director for FAU campus to be about \$10-\$15.00 p/hr maximum.

One year ago an internship program was initiated for college graduates interested in the field of public administration. The position is based on working no more than 1,040 hours annually and is a compensated position. The current hourly rate of pay is \$13.00 or \$13,520 annually with no full time benefits. For next fiscal year 2018, the town has created an additional project based internship position that is for the summer only (June through August). This is also a paid position at \$13.00 per hour or \$3,120 and is part time seasonal 20 hours per week for 12 weeks. In the case of both internships, the individuals must either be currently enrolled in a MPA program or have been accepted for entrance by an accredited college or university. Interns are evaluated for their performance.

The City of Coconut Creek advertising a single posting that is live from Oct 1 – Sept 29. Students can select the departments that they are interested in when applying. Our internship pays \$8.50/hour. You can view our current posting here:

<http://coconutcreek.net/iframes/employment-with-the-city>

The City of Sunny Isles Beach has a paid internship program with opportunities offered periodically throughout the year in the City Manager's Office, Finance, Information Technology, Planning & Zoning, Cultural & Community Services or Human Resources. Internships typically last about 6 months. In addition to their assignments and training in the department they are placed in, interns are also required to attend at least one commission meeting during their internship so that they can see how the work of their department is connected to the overall management of the City.

The City also has a paid international internship available for students or recent graduates from our Sister Cities (in Uruguay, Italy, Taiwan and Israel). This internship is typically a year long program, but can be flexible based on City/intern needs. It is focused on providing a well-rounded experience including department specific training and experience, as well as cultural emersion with participation in local events.

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The City of Tamarac offers a paid, full-time, 12 month internship opportunity on an as-needed basis. This opportunity is made available to students holding a Master's in Public Administration degree or enrolled in the last semester of their graduate studies.

Please note that the job description gets updated depending on what projects are planned at the time of posting. For example, students may have an opportunity to gain experience with the City's strategic planning process, administering and analyzing community surveys, conducting various research, and implementing various projects.

This internship offers a valuable hands-on work experience for any young professional looking to start a career in local government.

The City of Wilton Manors is very small, about 12,000 residents, with just over a hundred municipal employees. While the City doesn't have a formal internship program, it does take on interns on an individual basis. They are unpaid, but they may get college credits from FAU, FIU or other universities. The City gives them an opportunity to spend time with each department and learn about city functions, and give them small projects or mundane tasks to complete. The City tries to take them to at least one community meeting to learn about our external stakeholders. The Assistant City Manager works with them on their career goals and utilizes her own professional network to assist them with these goals.

Currently, the city has offered 5 paid internships and 5 unpaid internships this year. The paid internships are posted competitively and communicated at college job fairs. The unpaid internships are "continuous" and the city is interested in placing students as they are available, including high school students from our local Technical Center. In addition, the city offers job shadowing opportunities for various positions/departments.

Sarasota County Government values interns and is very interested in connecting to further discuss the topic.

Information about Sarasota County's intern process:

- The county defines interns as a “student seeking a diploma or degree through an accredited secondary or post-secondary educational program who is employed by the County on an occasional, part-time or temporary basis in a functional area related to the student’s major course of study.”
- The county uses both paid and unpaid interns. Paid internships are developed as departments have funds and other resources to support them. Unpaid internships may be created under appropriate conditions at any time. Often students or school career counselors approach us with specific proposals and defined goals for internship opportunities. After review, the county decides if the organization can meet the needs of the requested opportunity.
- Departments that have most frequently utilized interns are: Civil Engineering, IT Project Management, Environmental Protection, Parks, Recreation and Natural Resources and Communications.
- The county hires Interns all-year long, most frequently in summer.
- The county has hired post-graduate students as Fellows (and currently have a Fellow on-staff.)
- The county also works with local high schools to create job-shadowing opportunities.

The City of Largo has multiple internship opportunities:

1. Administration Department in the Office of Management & Budget:
 - o 520 Hour annually; hiring varies, but have been trying to partner with UF Local Government Internship Program that does summer internships.
 - o Typically target graduate level students
 2. Public Works Department
 - o 686 Hours annually; hiring varies, check www.largo.com/jobs for current opportunities
 - o Typically target at least undergraduate level students
 3. Engineering Department
 - o 1040 Hours Annually; hiring varies, check www.largo.com/jobs for current opportunities
 - o Typically target engineering undergraduate level students
 4. Community Development Department
 - o 1040 Hours Annually; hiring varies
 - o Typically Target Planning/Economic Development undergraduate/graduate level students
 5. Citywide High School Internship Program
 - o In partnership with local high schools, our HR department recruits up to 10 high school interns each summer
 - o Students work up to 20 hours per week for 8 weeks or a maximum of \$1,000 in pay at \$8.00/hour.
- All job descriptions can be found on our website here. Also attached is the OMB specific internship recruitment document. This is the program

The City of Oldsmar's internships evolve on an as-needed basis. Therefore, the city does not have a list of regularly offered intern opportunities. However, if someone has an interest in interning with the City of Oldsmar, the procedure is to contact the Human Resources Administrator, June Donald, who will search among the City's different departments if there is a fit for the person and position being sought.

The City of Treasure Island has a need for projects to be done and has successfully used interns to complete these projects. Currently, the city has two interns, one on-going need for GIS interns to help the City get initially set up for GIS as well as an Administrative/Budget Intern that can work on a variety of projects. The current project for the newest Administrative/Budget Intern is researching potential residential parking program that both meets the required public parking requirement for beach re-nourishment as well as the neighborhood. The second part of the project would be to actually work with the City staff in engaging the neighborhood and determining the best options for such a program if a program is desired. The city tries to come up with a meaningful project that will expose the intern to many different aspects...such as policy, program development, budget, strategic planning, project management, community engagement, research, etc.. The city also comes up with a scope of work so that it is clear the end product that is expected and pay per project a \$2,500 one-time stipend at the completion of the project. Lastly, the project scope is written such that it would take an inter approximately 6 to 8 weeks part-time to complete.

The City feels this arrangement works to benefit in two ways, it helps the City complete one-time research heavy projects and it gives our newly graduate or near-graduating MPA students some real-life experience so that it gives them not only an edge in terms of having a project to discuss in a potential interview, but for many helps them figure out what they like or could potentially see themselves doing in the future.

The City of Lakeland offers ten Internship opportunities annually to students currently studying in various fields that would add value to the City. The internship opportunities are based on the projects that the City is currently engaged in. Departments make a formal request for an intern to Human Resources. This request outlines the specific duties/projects that the intern will be involved in from a participant and leadership perspective. These duties/projects are used to determine the best recruitment strategy based on educational major to add the most value to the organization as well as the student. Each job posting outlines the duties and projects that the intern will encounter throughout their internship as well as the degree seeking requirements. This internship program offers the intern an opportunity to understand how local government works, add value to the organization, build upon their leadership skills, and to put their classroom based learning into real life situations.

The Internship Program runs from mid-May to mid-August of each year. The internship opportunities change each year based on the current projects and each department request. The City budgets for ten Internship positions, per summer. Most interns are paid at a rate of \$10/hour. Interns in the Information Technology department are paid \$12/hour and Lakeland Electric interns are paid \$15/hour. The City attracts approximately 35 applicants per position (350 applications per Summer Internship Program). The Internship program has been very effective in exposing college level students to how local government