OFFICE/DEPARTMENT NAME: Assessor’s Office/GIS-Property Ownership Division
OFFICE/DEPARTMENT WEBSITE: https://www.mcassessor.maricopa.gov/

PROJECT SCOPE & INTENDED OUTCOMES
Will be assisting the division with two GIS projects. The project involves the creation of a spatial dataset and maintenance of two spatial layers of county-owned parcels and Centrally Valued Property (CVP) parcels. Will be assisting in the publication, document preparation, and collaboration of creating these layers.

CANDIDATE PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS
Pursuing a Geography/GIS degree
Understanding of ESRI ArcGIS Platforms such as ArcGIS Pro

OFFICE/DEPARTMENT NAME: Department of Transportation – Financial Services Division
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5307/Transportation-MCDOT

PROJECT SCOPE & INTENDED OUTCOMES
The Financial Services Division is a support service division for the Maricopa County Department of Transportation (MCDOT) and is committed to providing accurate, timely, and useful financial and procurement information to internal and external customers. The Division serves its customers so they may make decisions that align with the Department’s core purpose and core values and the County’s mission, vision, and values. During your time with MCDOT’s Finance and Procurement team, you will be actively helping our professionals with a variety of these tasks.

This will include: • Prepare and open purchase orders • Contract Administration, contract file maintenance including Certificates of Insurance and Certificates of Performance • Work Assignments and Task Orders • Change Orders • Assist with Solicitations • Assist with preparing contract documents • Quotes • Purchase Tracker Requests • Learn about construction projects through procurement efforts • Develop your communication skills by interacting with multiple divisions within MCDOT • Participate in standardization of work products

CANDIDATE PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS
• Seeking degree in business, finance or a closely related field • Excellent listening and analytical skills • Ability to follow through on assignments, deadline driven • Basic excel and word knowledge

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OFFICE/DEPARTMENT NAME: Emergency Management - Richard Peel
OFFICE/DEPARTMENT WEBSITE: ready.maricopa.gov

PROJECT SCOPE & INTENDED OUTCOMES
Intern will develop skills and knowledge to become Emergency Management Coordinator. Intern will assist in planning, training, and exercise initiatives to support the West Valley/Radiological Emergency Preparedness Program. Intern will engage regional, state, and federal partners in meetings, trainings, and other special events. Intern will develop (5) social media stories for Department's Public Information program highlighting the Department’s preparedness activities.

CANDIDATE PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS
Prefer graduate students in Emergency Management or Public Administration programs. Highly motivated undergrad students are encouraged to apply. Desired competencies are strong communication skills, public service motivation, and a desire to enter the Emergency Management career field. This is an in-person internship with Emergency Management. Please review our website, ready.maricopa.gov, and our social media sites to get an understanding of what we do when considering application.

OFFICE/DEPARTMENT NAME: Emergency Management - Rudy Perez

PROJECT SCOPE & INTENDED OUTCOMES
The selected intern will be part of the Operations section of MCDEM. The selected intern may be tasked with reviewing and updating existing (Maricopa Co and jurisdictional) Emergency Operation Plans, Continuity of Operations Plans (Maricopa Co and jurisdictional). Assist in flood control exercise planning to include development of scenario, injects and master scenario events listing, and facilitation of both planning meetings and exercises. Interns will have the opportunity to gain Emergency Operation Center experience by supporting MCDEM staff during emergencies, training sessions, exercises and real-world activations. Interns will also complete a variety of industry-related training courses developed by FEMA, DEMA and regional partners

Specific Projects:
- Review of flood control emergency action plans and departmental response SOP’s, identify discrepancies and provide recommended updates
- Jurisdiction/County EOP
- Familiarization with CPG 101
- Review of county EOP, identify format and content issues and provide recommended updates
- Conduct two jurisdictional EOP reviews, identify format and content issues and provide recommended updates
- Familiarization with current COOP standards
- Conduct review of MCDEM COOP, identify format and content issues, and provide recommended updates
- Table Top Exercises for Internal/External Partner
- Complete all required HSEEP documentation, including AAR/IP
- Develop and conduct on All-Hazard EOC training

CANDIDATE PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS
Only Emergency Management majors will be considered. Preference is for graduate students in the Emergency Management master's degree program, with senior-level Bachelor’s Emergency Management students also considered. Desired but not necessarily required competencies and skill sets include:
- Coursework and/or Bachelor's degree in Emergency Management, Homeland Security or a closely related field
- ICS 100, 200, 700 and 800
- FEMA Professional Development Series (PDS) certificate
- Communicate effectively, both orally and in writing
- Work individually with minimum supervision or as a team member
- Communicate effectively, both orally and in writing
- Work individually with minimum supervision or as a team member
PROJECT SCOPE & INTENDED OUTCOMES

Our intern would be involved in programmatic updates and project planning for our department’s Training and Environmental Related Illness (ERI) programs. The scope of the work would include the following tasks and expectations. Training Program Under the guidance of the program supervisor, they will update training exercises and PowerPoint presentations with current content and policy references. They will create new training exercises for topics that only currently have a quiz, which will be reviewed and approved by the program supervisor. They will assist in the planning stages of the new training program GAP analysis project. Tasks associated with this planning include developing and deploying surveys to department management to assess training needs, work with department staff to identify turnover trends, collecting and organizing all applicable code references/delegation criteria required to include in the training curriculum, and the creation of a new hire training curriculum database.

ERI Program - They will work with the program supervisor on the Last Meal Bias data project by sorting and organizing data to prepare for analysis. Work on this project would also include interaction with staff from the Maricopa County Public Health Department. This project will provide an analysis of our complaint surveillance to find out how significant the burden of last meal bias truly is. This information could change the way ERI conducts complaint surveillance and increase outbreak detection in the future. They would outline/write food & water safety topic articles, which would be reviewed and approved by the program supervisor. The intern would also organize and update the program’s FEMA/NIMS certifications.

CANDIDATE PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS

Proficient technological skills with Microsoft Applications (Word, Excel Teams), organized and demonstrated interpersonal communication skills

PROJECT SCOPE & INTENDED OUTCOMES

The internship will allow the intern to focus primarily on working with the efforts of the Healthy Giving Council (HGC). The intern should bring creativity and input to encourage further growth of the HGC, create social media graphics and videos for messaging and promoting healthy giving, and assist in collecting data to measure the success of HGC. They will regularly attend and participate HGC related meetings.

The intern will research and promote weekly healthy giving opportunities through website, social media and email contacts. They will assist in managing emails accounts and social media communication with followers. Intern will also assist with coordinating holiday efforts and volunteers during Thanksgiving and Christmas. The intern will have the opportunity to work and/or learn about department-related programs, as the schedule may allow.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS)

The intern should be creative, self-motivated, and display interest in the message and understanding of the Healthy Giving Council as well as the different services and programs that our department provides. The intern’s goals should be aligned with the vision and mission of the department (i.e., develop and foster innovative environmental health protection programs in order to provide safe food, water, waste disposal, and vector borne disease reduction controls to the people of Maricopa County, so that they may enjoy living in a healthy and safe community).
OFFICE/DEPARTMENT NAME: Facilities Management

PROJECT SCOPE & INTENDED OUTCOMES
The Design Intern will assist the Design Division in an architectural and interior design capacity. Tasks and duties will include: • Organization and consolidation of the design division materials library as well as updates to county finish standards tables. • Researching products, finishes, and materials suitable for use on County projects. • Assistance with design drawings and space layouts. • Attend design meetings and site walks for project requests to assist with field measurements and notes to create scope of work documents. • Additional assistance with master building plans, and zoning diagram updates, record drawings, and archive research. • Refresh FMD wall artwork and collect content for use on the FMD webpage. • Create interior design renderings for proposed future suite build outs.

CANDIDATE PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS
Experience or knowledge of the following is preferred: • Working knowledge of AutoCAD and Bluebeam or other PDF mark-up software. • Experience with 3D modeling software. • Experience with CET or other furniture specifying software is a plus but not required. • Working towards a degree in Architecture, Planning, Interior design or a closely related field.

OFFICE/DEPARTMENT NAME: Juvenile Probation Department

PROJECT SCOPE & INTENDED OUTCOMES:
The MCLEAPS Intern will receive a generalized orientation to the Juvenile Probation Department, which includes two Youth Detention Centers; Community Supervision (Probation); Early Intervention (Diversion Programs); and administrative functions. The MCLEAPS Intern will attend and complete the 3+ week officer training Detention Academy while serving with MCJPD and if successful, can apply directly for consideration as a badged/full or part time Detention Officer at the conclusion of the semester. MCLEAPS Interns are encouraged to participate in ride-along and shadowing experiences during their placement with MCJPD, crafting the experiences to meet their individual areas of interest.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
We are seeking ASU students who have a passion for working with youth. The successful candidate will be required to pass a basic criminal background check prior to official acceptance to serve as a MCLEAPS Intern for this department. We have opportunities for those interested in our Officer roles, and also non-badged/civilian roles such as: Research and Planning; Staff Recruitment; and Government Administration; and a variety of programs that focus on Positive Youth Development.

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PROJECT SCOPE & INTENDED OUTCOMES:
The Maricopa County Recorder’s Office is an elected office responsible for serving county residents with the recording of important legal documents, voter registration, and the tabulation of election results. MCLEAPS interns will work primarily for two parts of the organization. MCLEAPS interns will work with the Communications Team on communications with constituents who have a variety of questions regarding the recording of documents, voter registration, and elections. The intern will also be part of a team introducing video production to the Maricopa County Recorder’s social media platform. The MCLEAPS intern will participate in script writing, possible interview preparation and video production. The intern will learn about the legislative process and the interplay between government offices, the state legislature, and the community. Additionally, the intern may have an opportunity to work with human resources or finance on projects.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS
Preference for students pursuing degrees in law or journalism. Interested graduate or undergraduates welcome to apply. Students with special interest in the legislative process and/or communications are desired. The ideal candidate will have demonstrated writing skills, enjoy engaging with community members, and be a self-starter.

PROJECT SCOPE & INTENDED OUTCOMES
The mission of the Office of Procurement Services is to provide, innovative, cost-effective and quality services to County Agencies through a strategic and systematic approach to procurement.

The internship will focus mainly on exploring sustainability in procurement and become familiar with the Environmentally Preferred Purchasing Policy. This special project will impact the county directly and we are looking for a candidate that has an interest in this area.

The candidate will also attend training classes that will familiarize them with the procurement process, assist in the conversion of classroom learning into online instruction for employees, and perform administrative procurement tasks. The chosen candidate will also have the opportunity to become CAPA Certified with Maricopa County.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS
Experienced and interest in marketing, public administration, artistic, online instruction, sustainability, training & development.

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OFFICE/DEPARTMENT NAME: Office of Maricopa County School Superintendent (MCSS)
OFFICE/DEPARTMENT WEBSITE: https://schoolsup.org/

PROJECT SCOPE & INTENDED OUTCOMES
The intern will gain knowledge and experiences related to public service within the office of the Maricopa County School Superintendent. This will include assisting with statutory responsibilities such as school governing board elections and school finance support. In addition, the intern will learn and assist MCSS in the role of strengthening teacher voice, increasing respect for the education profession, and creating resources that expand the capacity of teachers, administrators and support staff. The intern will support with a range of activities that support these pillars of MCSS while gaining experience across departments. This will include data research, community outreach, resource development, and assistance with public and media relations events.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Intern should be organized and be able to write and communicate well
Intern should have basic knowledge and understanding of government functions, operations, protocols, service
Intern should understand the use of technology, data and social media platforms

End Fall 2022 MCLEAPS Internship Proposals