



Citywide Analytics Team Intern - Summer 2016

Department of Innovation and Technology (DoIT), City Hall, Boston, MA

From our thriving technology businesses, to our savvy and connected citizens, to our pioneering research institutions, Boston is a technologically advanced city. Our City government has been at the forefront of embracing digital technology as well -- building services like Citizens Connect/311 and the Mayor's Dashboard, forming partnerships with companies such as Waze and Uber, installing free public Wi-Fi to various neighborhoods around the City, maintaining a nationally-recognized social media presence, and supporting effective programs like Tech Goes Home to improve digital readiness.

**We're building a better Boston – and we're using digital technology to do it.
Finding top talent is critical to achieve our goals.**

Job Summary:

You are interested in back end systems, programming, and process improvement/project management. People might say to you:

- "Your blend of technical skills, personality and willingness to work closely with other departments to understand their systems and various needs is a great asset."
- "I admire your understanding of data architecture, and experience building transformations between transactional and reporting schemas."
- "I can see that you are eager to dive into challenging situations, and generate valuable results/analysis that could change the way that the City of Boston runs on a daily basis."

You have experience in:

- Managing multiple projects, and working well under pressure to meet deadlines
- At least one of the following: Python, Java, Tableau, GIS, C++ or other comparable language.
- SQL query and data transformation skills. (Experience with Microsoft SQL Server a plus).
- Learning and using various data management and reporting tools.

You are also someone who:

- We can trust that you will find the right answers to hard problems you may have never solved before
- Is technically versatile and creative
- Has a history of great relationships with teammates, but is not afraid of leading projects.
- Will diligently work at the prospect of building something that will change the way the City of Boston operates

You will:

- Work closely with data analysts and business analysts to build reports and workflows that quickly and effectively solve reporting needs.

- Design reporting schemes that advance the City's reporting and analytical needs
- Provide analysis on current datasets and produce recommendations for operational change.
- Work with full-time and contract staff to create web-based applications
- Be an integral member of our team and help shape the future of Boston

We will:

- Provide a stable and exciting work environment
- Give you valuable work experience in a fast-growing sector of the City of Boston
- Give you the tools and guidance to succeed in local government and in your future endeavors
- Challenge you professionally, which will help us build a better Boston together

Requirements:

- Working towards, or have obtained a bachelor's degree in computer science, economics, statistics, finance, business administration, or related field. Outside projects and other work will also be greatly considered. Experience in the public sector (especially in local government) is highly desirable.
- A GPA of 3.0+ at an accredited college or university.

Salary Range: \$13-15/hr

Start/End Date: 35 hrs a week, for 8 weeks during Summer 2016 (flexible start and end dates)

How to Apply: Please send the following as attached documents to zachary.shapiro@boston.gov:

1. A one page resume, including any relevant courses or work
2. One letter of recommendation from a professional or academic reference
3. One short (250-500 word) essay based off of the following prompt:

Mayor Walsh envisions a healthy, thriving and innovative city to live and work. In an attached essay, please describe how your work at the City of Boston would advance the Mayor's overall goals. You can talk about a potential idea that would improve the lives or bring value to the citizens of Boston, or you can talk about previous experience, and how you would apply that to your work at the City of Boston.