

Program Requirements

- Enrolled in an accredited college/ university.
- Enrolled in Public Administration program, Criminal Justice program or related field.
- In good standing with the college/ university.
- College/University application.
- Village of Pinecrest internship application and forms.
- Current resume.
- Valid Drivers' License or State Issued Identification.

Your internship experience will enable you to make more informed decisions about your career path; provide you with valuable skills, industry exposure, and a professional network, and help you grow into a confident, seasoned individual comfortable with the job search.



Village of Pinecrest

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Village of Pinecrest

Public Administration Internship Program



Fall/Spring
Internship Program

Village of Pinecrest Internship Program

An internship with the Village of Pinecrest will provide you with an opportunity to fully explore a functional local government by providing hands-on experience, guidance and direction to assist you with your future career goals. It would be difficult to grasp the entire function of a local government in a matter of weeks, but we hope that through this program that students will be able to touch upon the key areas of public administration. This program is designed to assist the student in the understanding of the many departments and their function and will give the student an overview of what really happens in a local government on a daily basis.



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Village Facts

Pinecrest was incorporated March 12, 1996 and is home to approximately 19,491 residents. It is one of thirty-five municipalities in Miami-Dade County. Pinecrest is 8.1 square miles and is recognized as one of the most beautiful areas of South Florida. It is home to the lush Pinecrest Gardens. Pinecrest is an area that consists of a commercial area along US 1 and its residential homes which are east of US1. Pinecrest is governed by a five member Village Council and operates under the Council-Manager form of government.

Weekly Schedule

We have designed the Internship Program to meet the needs of the student and that of the Village. Therefore, the program will allow the student to experience each department by rotation. Our purpose is to utilize the time-sensitive student efficiently and each department in the Village will benefit from the students performance and feedback. (Tentative Schedule)

Week 1	Manager's Office
Week 2	Clerk's Office (Week of Council Meeting)
Week 3-4	Human Resources Office
Week 5	Building Department
Week 6	Planning Division
Week 7-8	Police Department
Week 9-10	Parks and Recreation Department
Week 11-12	Public Works Department
Week 13	Finance Department
Week 14-15	Evaluation and Reassessment (Forms to be provided by student)



Department Description

Manager's Office – See how the Village laws and polices are enforced daily; preparation of the annual budget; and, supervision of all departments.

Clerk's Office - Understand how to put together a council agenda; attend a council meeting and see government in action; learn about official record keeping.

Human Resources Office – Learn about the hiring process; advertising jobs; interviewing; personnel files; benefits and compensation administration.

Building and Planning Department Understand the permitting process; join an inspector for the day; plans processing and reviewing of plans.

Join Code Enforcement officers on their daily inspections and learn about the Land Regulation Codes.

Police Department – View Dispatchers at work answering 911 calls; ride-a-long with an officer; see police administration first hand.

Parks and Recreation Department – Develop programs/activities for parks; coordinate park usage; assist in Pinecrest Gardens events.

Public Works Department – Join the Foreman on inspections and on-going capital improvement projects; maintenance of roads, sidewalks, and signs.

Finance Department – Review the process of accounts payable and receivables; monitor revenues; process payroll and manage Village debt.