

THE CITY OF
Anna

2025 City Management High School Summer Internship Program Overview



Program Background

As the Anna community continues to grow, the city seeks to engage students of all ages in local government career exploration opportunities, prepare them to be actively engaged community members with a thorough understanding of public processes, and be an active partner to our youth as they develop job and leadership skills they will utilize to serve their communities in the future.

The City of Anna, with funds provided by the Bob Turner Scholars Program, is offering an internship for a local high school student interested in a career in local government. The management intern will work on projects, described below, that explore a wide variety of local government topics, departments, plans, and processes in the City of Anna, giving the student the opportunity to explore a variety of career options and be involved in their local community.

This program is open to any current high school junior or senior living within the City of Anna. Students considering a career in government, who enjoy being involved in their community or at school, or who like variety in the things that they work on may be great fits for the program.

The internship will last 8 weeks, beginning on Monday, June 9 and end the week of August 1. The intern is expected to work 20 hours for eight weeks over the 2025 summer.

On the Bob Turner's Scholars Program: An important International City/County Management Association (ICMA) organizational priority has been to reach students prior to graduate school to introduce them to local government earlier in their educational careers. ICMA's Bob Turner Scholars Internship Program makes that objective a reality. By partnering with local governments and the city manager's office, the program offers an internship experience that not only demonstrates the nuts and bolts understanding of what city managers do, but how they do it—the core values that guide their management practices and inform their decisions. Interns will benefit from direct mentoring from city management staff and will be part of a cohort nurtured by ICMA staff who will provide resources and opportunities for ongoing connections.

2025 Projects

Community Partnerships Database

Project Description: The City of Anna works with many community partners to provide higher levels of service and a greater variety of opportunities for Anna neighbors. Some of these partnerships include little free libraries, support for Grace Place's community garden, our annual toy drive, and more. As interest and requests for more community partners grows, the City needs an intuitive and adjustable way to keep track of all of the partnerships that exist within the city. For this project, the intern will develop an Excel (or other type of) spreadsheet split up by partnership categories that staff can utilize to keep track of an overview of all partnerships, agreements (formal or otherwise), and partner entity contact information.

Objectives:

- Understand the role that community partnerships play in the Anna community
- Catalog and understand the breadth of all current city partnerships
- Organize partnerships by subject area

Key Departments:

- Police, Public Affairs, Community Enhancement, Parks, Recreation, and Libraries

Youth Entrepreneurship Memorandum

Project Description: As Anna continues to grow, there is greater importance and opportunity for youth entrepreneurship within our community. Anna High School has a makerspace with specialized tools for teenagers to develop skills and the new Anna Community Library will provide additional opportunities for the community at-large to collaborate and explore different crafts. For this project, the intern will research other cities and their approach to providing opportunities for youth entrepreneurship. They will also research groups within the Anna community that may already focus on youth entrepreneurship. The deliverable for this will be a memorandum outlining examples of programs, processes, or best practices from other cities that the City of Anna could adapt in the future as well as a brief outline of community partners the City of Anna may be able to approach for this in the future.

Objectives:

- Research unique or interesting programs that other cities may have
- Inventory existing groups within the Anna community relevant to this type of work
- Evaluate potential programs and identify recommendations for what will work best in Anna

Key Departments:

- Economic Development, Parks, Recreation, and Libraries

ADA Transition Plan Workshop and Community Engagement Development

Project Description: In 2025, the City of Anna will be revising its Americans with Disabilities Act Transition Plan to ensure all neighbors are well-served as our community undergoes significant growth. A key component of this process will be facilitating discussions and feedback with neighbors who will be most impacted by the ADA transition plan updates. The intern will research methods in which other cities have successfully facilitated public input on their ADA transition plan updates and prepare a memorandum on ideas that we could use in our public input process within the City of Anna.

Objectives:

- Participate in planning community engagement workshops and other strategic ways to engage community members
- Experience working directly with the public
- Learn about ADA guidelines and why they matter
- Develop public-sector writing skills

Key Departments:

- City Manager's Office

Downtown Anna Pokémon GO Map Update

Project Description: Pokémon GO is an app that interfaces virtual Pokémon with a local area's built environment to combine gaming with being active and involved in one's community. Typically, walkable areas within a city are areas most heavily populated within Pokémon GO. The Anna downtown area's Pokémon GO map is out of date after the growth of the area in the past few years and should be updated to better reflect the changes to the area as our downtown redevelops. The intern will explore downtown, identify locations for new PokéStops within Anna's downtown based on different variables, and rewrite out-of-date descriptions on old PokéStops. This does not require any experience of using the actual app,

Objectives:

- Explore a future key cultural center of the City of Anna
- Understand the City of Anna's downtown district's walkability
- Identify current and future historical and cultural markers
- Research important city plans and apply the information found to the map
- Review current app information for accuracy

Key Departments:

- City Planning, Economic Development, Parks, Recreation, and Libraries

Neighbor Academy Alumni Database

Project Description: The City's Neighbor Academy is a foundational program for civic engagement within the community. It is an entry into city boards and commissions as well as into other avenues of community leadership and provides a strong basis for community knowledge amongst participants. One of the key outputs for Neighbor Academy for the City is the establishment of relationships with many current and future community leaders, to utilize their skills and harness their passions for public processes and opportunities when they arise. For this project, the intern will create a database (in the form of an Excel spreadsheet or otherwise) of Neighbor Academy alumni and include information on any past or current leadership positions within the community to be used as a reference for the future as well as for statistics for story telling and to communicate the program's impact and significance to the public.

Objectives:

- Learn about a key civic engagement program within the City of Anna
- Work with a variety of departments to understand how many graduates of the program have gone on to serve in other capacities within the community
- Create a database for staff to reference and update as the program continues

Key Departments:

- Parks, Recreation, and Libraries, Community Enhancement, City Secretary's Office

High School Youth in Government Day

Project Description: Annually, the city hosts high school students at the Municipal Complex to teach them about local government and civic engagement, engage them in conversations about challenges and opportunities facing local youth, seek their feedback on how we can better serve youth, and support them in becoming active citizens in the future. The intern will be tasked with updating the program for future high school students.

Objectives:

- Review a current youth program as well as other programs like it within our city and elsewhere to identify areas for revision
- Present ideas for updates to make the program more applicable and effective in engaging teenagers in civic processes

Bob Turner Scholars Program

Project Description: As part of the Bob Turner Scholars Program, the intern will participate in bi-weekly meetings with local government high school interns across the country and work on a communications project on getting teens more engaged in government.

Hours and Compensation

The intern is expected to work 20 hours for eight weeks over the 2025 summer, for a total of 160 hours. The intern will be compensated.

Additional Information

Per city policy, the intern must be 16 years of age by the start date of the internship, June 9. The city does not employ staff under the age of 16.

An intern's family member cannot have served on City Council, a board or commission, or in a staff position with influence over the summer internship with the past year of the internship start date if they want to receive the stipend for the internship. This is to avoid any ethical conflicts.

The ability to pass a drug test is a requirement of all staff hired by the City of Anna.

How to Apply

The job application can be found on the [City's website](http://www.AnnasTexas.gov/Jobs) at www.AnnasTexas.gov/Jobs.