GEOGRAPHIC INFORMATION SYSTEMS (GIS) INTERN

DEFINITION
The GIS intern is a student or a recent graduate from a local college or high school who is interested in learning about City GIS and how local Government works.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the City Administrator or his/her designee.

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential functions may include, but are not limited to, the following:

Supporting IT staff with data collection, data entry, and data editing.

Tasks might include collection geographic data related to sewer and storm drain infrastructure, GIS data entry and editing, document scanning, etc. Interface with other departments, including Building, Public Works, Housing, GIS, Code Compliance, City Clerk, Airport.

Experience:
Familiar with ArcGIS, ArcGIS Collector, MS Word, Excel, Outlook (Office 365), Google Maps, Internet and archive research skills.

Education:
Any course work or degree from an accredited college, university or high school in GIS, planning, engineering, public or business administration or a closely related field.

Additional Requirements:
Possession of a valid California Class C Driver License

TYPICAL WORKING CONDITIONS
Approximately half of the workload will be conducted outside with a GPS enabled tablet and the other half will typically be performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and
writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.