General Information

LOCATION: Vary (based out of County Administration building)
HOURS: Maximum 24 hours per week
   3-8 hours per day Monday - Friday 8:00am to 5:00pm

Starting pay $14.00/hourly

Pay Grade: G6

Work performed is considered more complex and involved than work performed at Level II internship. Work classified at this level requires the application of some knowledge and skill. The work is supervised, although there is some level of independence in carrying out assigned duties.

This is a part time, temporary position that may not exceed twelve (12) months.
Hours of work: May not exceed average of 25 hours worked per week in one year.

Working Conditions
Indoor/office environment. Sitting and focusing for long periods of time. Use of computer.

Job Description
Click here for complete job description

Minimum Qualifications
Must be currently enrolled or a recent graduate of an accredited college/university.

Major coursework in Computer Science, Geography, Environmental Science or other related fields.

**Desired Qualifications:**
Ability to prepare and publish maps for public use.
Ability to create and edit ArcGIS Online applications especially the Story Maps.
Knowledge of energy efficiency and sustainability efforts.

**Position Specific**

**GIS Intern III**

**Working Conditions**
A combination of indoor environment and field work in outdoor conditions will be required.

**Job Duties & Essential Functions:**
Perform basic GIS editing functions on a regular basis such as feature creation and attribute editing.
Perform field GPS data collection via a mobile tablet based data collector and process within GIS applications.
Review documents for scanning into a document storage application and subsequently create/edit a GIS feature for its retrieval.
Establishes and maintains effective working relationships with others.
Communicates clearly and effective, orally and in writing.
Works emergency situations (including weather and other extreme conditions) as required.
Performs other duties as requested.