

Jefferson County Position Description

Name: _____ **Department:** Land Information

Position Title: GIS Intern **Pay Grade:** Unclassified **FLSA:** Non-exempt

Date: February 2023 **Reports To:** Planning and Zoning Director

Purpose of Position

The purpose of this position is to assist County GIS staff with developing, creating, and maintaining County GIS and land records data. The primary task for this position will be to perform data creation, preparation, clean up and remediation as the County works to meet the NG 911 data standardization requirements.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works with the County's GIS data to align the County's current addressing and road data with the State's NextGen 911 data standards that were recently published. Performs data clean up, quality control and data conversion while under supervision of the GIS Specialist III.
- Assists in the creation and maintenance of GIS data utilizing the latest ESRI technology.
- Prepares GIS data and cartographic layouts.
- Assists with field collection projects utilizing Field Maps.
- Assists with GIS functions utilizing spatial analysis.
- Assists with Land Resources and Environment projects.
- Assists the public with map inquiries.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Perform other duties as assigned.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

- Assists in the creation of various GIS Web Applications and Dashboards.
- Assists with data development and testing.

Minimum Training and Experience Required to Perform Essential Job Functions

- Pursuing a bachelor's degree in Geographic Information Systems or similar degree from a college or university. High school diploma or equivalent required.
- Experience in basic editing of both tabular data and geometry using the latest ESRI software – including ArcMap, ArcGIS Pro and Arc Online tools.

Preferred Training and Experience Required to Perform Essential Job Functions

- Preferred candidate will have experience, knowledge or education related to soil science and/or geographic information system (GIS)

Other Requirements – Certificates/Licensures

Valid driver's license

Knowledge, Skills, Abilities

- Ability to apply concepts of basic algebra and geometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out one's duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write reports, business correspondence, and procedure manuals.
- Experience working sensitively with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds in public health settings.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date