

**Jefferson County
Position Description**

Name:	Department: Parks	
Position Title: GIS Intern-Historical Mapping	Pay Grade:	FLSA: Non-Exempt
Date:	Reports To: Parks Director	

Purpose of Position

The intern will support the creation of a public-facing Story Map of Jefferson Counties Historic Sites by entering, validating, and organizing data into spreadsheets and GIS databases. The goal of the project is to compile and visualize historical resources that highlight the county's cultural, architectural, industrial, and agricultural histories into a publicly accessible story map for educational and recreational purposes.

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.*

- Enters and verifies historical data into spreadsheets to be used in GIS mapping tools.
- Assists with basic ArcGIS tasks, such as data integration, map creation, and data layer management.
- Utilizes Excel functions to organize, format, and manage historical data accurately.
- Assists with basic historical research to ensure data is accurate and complete.
- Ensures proper formatting, sentence structure, and punctuation for historical entries to be displayed on the public-facing map.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- None

Minimum Training and Experience Required to Perform Essential Job Functions

- Currently pursuing a 2- or 4- year degree in GIS, History/Historical Studies, Cartography, or Earth Sciences
- Must have a high school diploma or equivalent
- Must have a valid Wisconsin driver's license

Knowledge, Skills, Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.

- Ability to write routine reports and correspondence.
- Knowledge of GIS mapping tools and basic ArcGIS

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 accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

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 required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 50 pounds does regularly occur. 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 accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.*

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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 Signature:

Date:

Supervisor/Manager Signature:

Date:
