

GEOGRAPHIC INFORMATION SYSTEMS INTERN
(PART-TIME)

DEFINITION:

Under general direction, perform technical geographic information system input and editing; produce a variety of maps, reports and other projects; and do other related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed duties are essential for this position and may include, but are not limited to the following:

Create and update maps or reports; input and update database information; digitize geographic features; conduct field studies to gather data; input and import data associated with geographic features; and participate in the maintenance of supplies required for system operation.

QUALIFICATIONS:

Training and Experience: Must be a student in good standing at an accredited college or university with coursework in geography, geographic information systems, computer science or a related field. Coursework must have included utilization of Arc View software. License: A valid California class "C" driver's license is required at the time of employment.

Knowledge, Skills and Abilities: Must have a working knowledge of the principles and practices of geographic information systems; general knowledge of database design and cartographic techniques; Must be able to utilize appropriate data collection methods; work independently and use good judgment; meet schedules and timelines; communicate in writing and verbally in a clear and concise manner; and work effectively with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee must be able to drive to specific locations, stoop, balance, kneel, and use arms, legs, and back to occasionally lift and/or move up to 25 pounds. The employee will frequently stand, walk, sit and use a telephone and personal computer with a VDT screen for extended periods of time. This work requires the ability to adjust focus and use hands and fingers to handle and maneuver objects.