



City of Sunset Valley GIS Intern

The City of Sunset Valley (SSV) is seeking an individual for the temporary position of Geographical Information Systems (GIS) Intern. This position will be responsible for assisting the Public Works Department, developing and maintaining GIS data, creating maps, conducting research, and performing basic GIS analysis. Work is performed in accordance with well-prescribed procedures and defined objectives under close technical and methodological supervision. The GIS Intern must be self-motivated, take direction, learn a multitude of software systems and be available to assist with special projects.

Some basic responsibilities include but are not limited to: -

- Create maps and graphs, using ArcGIS software
- Enter new map data using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales
- Analyze geographic relationships among varying types of data
- Read and interpret basic civil engineering as-built drawings –
- Be proficient with computer hardware and software including Microsoft Office, email, and internet browser programs
- Assists GIS staff as required
- GENERAL RESPONSIBILITIES
 - Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines or negatively affect direct reports' ability to do their jobs when applicable
 - Adhere to SSV safety guidelines and practices at all times and in all situations.
 - Maintain a clean and safe work area, office, field site and vehicle as applicable
 - Develop & maintain effective customer service skills for communications with coworkers, customers and the public in general
 - Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
 - Adhere to SSV policies and procedures

EDUCATION - Some College (Geography) – Applicants must possess a high school diploma or equivalent, a valid driver's license, and have completed or be enrolled in a recognized curriculum at an institution of higher education in Geographical Information Systems or closely related program.

OTHER QUALIFICATIONS - Knowledge of ESRI's ArcGIS software required - Familiarity with basic cartography/map design principles - Ability to work independently

Position is part-time with approximately 20 hours per week. Pay scale \$18-22 per hour based on experience level.

Interested parties please send a resume to Carolyn Meredith, Public Works Director, at cmeredith@sunsetvalley.org.