



LAWRENCEVILLE

GEORGIA

GIS (Geographic Information System) Intern

Information Technology Department

JOB SUMMARY

This position will be responsible for helping the GIS team with the collection, editing, and management of spatial data including utilities, planning, engineering, etc. The first week will be used to train and familiarize the intern with GIS.

MAJOR DUTIES

- Assist with field data collection.
- Assist with editing and updating spatial data in ArcGIS Pro and ArcMap.
- Assist in creating and modifying online GIS applications.
- Design and create maps.
- Assist GIS analysts with day-to-day duties and projects in GIS.
- Perform any related duties

KNOWLEDGE REQUIRED BY THE POSITION

- Able to use an iPad and computer.
- Basic understanding of Microsoft Excel and Word.
- Analytical thinking.
- Detail oriented and organized.
- Familiarity with maps and ESRI.
- Familiarity with services provided by the City.

SUPERVISORY CONTROLS

The GIS Team assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.



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COMPLEXITY/SCOPE OF WORK

- The work consists of varied Geographic Information System duties. The necessity of coordinating work with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to assist with Geographic Information System Department and other related departments. Successful performance contributes to the economic development of the city.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Most work may be done in the office at a desk but may need to be out in the field collecting data at least 30% of the time.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position assists with various tasks and projects throughout the city.

MINIMUM QUALIFICATIONS

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Able to utilize a personal computer to effectively complete a variety of tasks with reasonable speed and accuracy independently with minimum supervision.
- Use logic and reasoning to understand, analyze, and evaluate complex situations, and research information to identify the strengths and weaknesses of alternative solutions.
- Knowledge of techniques in preparing maps, charts, plans, sketches, and other graphics.