



POSITION DESCRIPTION
For
Geographic Information Systems Intern

POSITION GOAL: Support the GIS Analyst with GIS data creation and maintenance. Internship will provide students an opportunity to complement their formal education with work experience.

CLASSIFICATION: Hourly – Intern – Non-exempt

COMPENSATION: \$11.00 per hour
Employer and employee contribute to Public Employee Retirement System.

MINIMUM POSITION REQUIREMENTS:

Alternates to the following position requirements may be made as Metroparks finds appropriate and acceptable.

Education: Currently enrolled in or recent graduate from a college degree program in geography, GIS, or related field.

Experience: Some GIS and GPS course work required.

Knowledge, Skills and Abilities:

- Proficiency with ESRI ArcGIS 10.0 and higher.
- Ability to use Trimble GPS equipment and ArcPAD software.
- General knowledge of geographic terminology, coordinate systems, projections, data entry, etc.
- Ability to troubleshoot software and hardware problems.
- Good organizational and planning skills and attention to detail.
- Must possess effective written and verbal communication skills.
- Valid driver's license with acceptable driving record.

Behavioral Characteristics

- Always treats people with respect and consideration without regard to race, gender, ethnicity, age, religion, social or economic status, etc.
- Exhibits appropriate maturity and professional behavior.
- Exhibits high levels of integrity, honesty, responsibility and trustworthiness.
- Ability to be flexible in a changing work environment.
- Ability to maintain effective working relationships, work effectively as a part of a team and support a positive, supportive, friendly work environment.
- Willingness to learn and put to use new skills and knowledge.
- Commitment to fulfilling work responsibilities and assignments in a reliable and timely manner.
- Able to work independently with minimal supervision.

Geographic Information Systems Intern

Working Conditions/Physical Requirements:

- Must be at least 18 years of age.
- Will work up to approximately 40 hours per week on a variable schedule to meet project needs; schedule may include weekends and evenings. Term of internship, approximately May through August.
- Reports to planning department field office, Maumee, Ohio; may require field work throughout Lucas County.
- May require business use of personal vehicle; mileage reimbursement provided.
- Must be able to perform assigned field work, walking and climbing on uneven terrain. Will work indoors and outdoors in all weather including heat and cold conditions.

Reports To: GIS Analyst

Duties and Responsibilities:

- Enter land management and species monitoring information into database.
- Maintain and update existing GIS databases.
- Scan and enter land acquisition documents and data into GIS.
- Create and edit geospatial data.
- Populate attributes.
- Collect and process park data using a Trimble GPS unit.
- Coordinate with other agencies to collect data and attribute information.
- Integrate GPS data into GIS databases and create high quality maps for staff and public review.
- Create and edit metadata.
- Investigate, compile information, and complete research.
- Other Park District related duties as assigned.

EQUIPMENT USED: ESRI software, Trimble GPS, MS Office Suite, general office equipment.

Metroparks of the Toledo Area is an Equal Opportunity Employer

All inquiries should be addressed to

Human Resources
Metroparks of Toledo Area
5100 West Central Ave.
Toledo, Ohio 43615

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4/22/14
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