

**City of Imperial Beach
POSITION DESCRIPTION**

Title: Administrative Intern (GIS)
Department: Public Works
Division: Administration

GENERAL PURPOSE

Under general supervision, to provide support in the maintenance, development, operation and implementation of the City's Geographic Information Systems and Enterprise Resources Management Software.

SUPERVISION RECEIVED

Works under the supervision of the Public Works Director or designee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform technical duties in the maintenance, development and operation of geographic information systems and enterprise resource management database systems. Perform a variety of tasks in support of City Departments conducting research, data collection, data input, and data management, outputting reports, maps, tables, plots, charts and graphs. Prepare and execute queries of databases and thematic maps and assist staff in interpreting results. Ensure the quality and accuracy of a variety of geographic information system data, including researching and revising maps and data from other data systems. Operate a variety of geographical input and output devices, including digitizing boards, scanners, printers and plotters. Perform related graphical support and other related work as needed.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Enrollment in an accredited college/university program with coursework in the area of assignment (Civil Engineering, Geography or closely related field) or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed herein.

KNOWLEDGE OF

Basic understanding of principles and methodologies associated with GIS technology.

Basic database and relational database management principles and techniques using common software packages.

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Technologies used in the recording and conducting analysis of land use, planning and geographic information, including cartography and basic symbols and terminology used in mapping.

Modern office practices, procedures, equipment, and supplies. With knowledge of Microsoft Office software (especially Excel, MS Access) highly desirable.

Familiarity with GIS related software such as ESRI products: ARCGIS, ArcMap, ArcTools, ArcCatalog, ArcInfo, and ESRI-based cartographic output.

Familiarity with Web-based GIS technology (ArcSDE, ArcIMS, Javascript, Web Servers, etc.) and Local Area Networks.

Familiarity with AutoCAD 2002+, Visual basic programming (VB, VBA), workflow and facility management software.

General accounting principals.

ABILITY TO

Communicate clearly and concisely, orally and in writing.

Organize, edit, process and analyze complex data sets and information.

Manage databases, edit/update records, and prepare basic queries of planning, geographic information, financial, and property record systems.

Develop and implement GIS technology, including data development, field data collection, data entry, and analyses using GIS software.

Prepare, read and interpret maps and data.

Enter data in an efficient manner utilizing typing skills (i.e. data entry).

Work in the field collecting data.

Understand how a City government operates and gain cooperation with and between departments.

Develop an understanding of Asset Management technology utilized by the City Finance and Public Works Departments.

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Establish and maintain effective working relationships with those contacted in the course of work.

Be available for employment for up to 20 hours per week for a minimum of two semesters.

PHYSICAL DEMANDS

Environment: Indoor and outdoor environments; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office and field settings. FREQUENT walking; sitting; standing; upward and downward flexion of neck; side-to-side turning of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.