GIS INTERN
JOB POSTING

Opening Date: October 24, 2019  
Closing Date: Open until filled
Hourly Range: $11.00 - $15.00  
Status: Temporary, Non-exempt

I. SUMMARY

Under general supervision, work with and assist City GIS staff to develop, maintain, and update various coverage and database layers of the City’s Geographic Information System (GIS) as directed by the GIS Administrator.

II. SUPERVISION EXERCISED

None.

III. ESSENTIAL DUTIES

• Create simple to complex static and online maps.
• Assist, update, and maintain street, sewer and water GIS data.
• Provide GIS support to City staff and public.
• Perform other related duties and responsibilities as assigned

IV. JOB RELATED AND ESSENTIAL QUALIFICATIONS

A. Knowledge of:

• ESRI ArcGIS 10.x (ArcMap, ArcCatalog, ArcToolbox,)
• ArcGIS Online
• ESRI ArcGIS Pro

B. Skill with:

• Operating modern office equipment including computer equipment, large format copiers and plotters, calculators, field equipment such as Global Positioning Systems (GPS).
• Operating a motor vehicle safely
• Spreadsheets and word processing software.
C. **Ability to:**

- Develop GIS data, including principles of data collection, including GPS, digital cartography, GIS relational databases.
- Use aerial photography in GIS applications and create interactive web-based maps.

V. **Minimum Qualifications:**

A. **Experience:**

- Basic knowledge of Geographic Information Systems and GPS equipment.
- Basic experience with ArcGIS is mandatory.

B. **Education and/or Training:**

- High school diploma or GED.
- Enrollment in a bachelor’s or associate’s degree program with major coursework in GIS, geography or related technical field.

C. **License or Certificate:**

- Valid Utah Driver’s License.

D. **Special Requirements:**

- This position requires the individual be engaged in undergraduate or graduate studies at an accredited college or university with an emphasis in Geography or GIS. An individual may also be a recent graduate of a formal GIS program to gain practical experience while seeking gainful GIS employment. A working knowledge of Microsoft Word, Excel, and Access is necessary. GIS experience and familiarity with ArcGIS is mandatory.

**HOW TO APPLY**

Interested applicants must complete and submit a City application and resume to Human Resources through the website at [www.westjordan.utah.gov](http://www.westjordan.utah.gov). This position is open until filled with first review on November 7, 2019. EOE.