

<p>City of St. Charles Position Description</p> 	Position Title	GIS Intern		
	Department	Information Systems	Division	GIS
			Section	
	Full/Part Time	Part Time	Union	Non-Union
	Reports to	GIS Manager	Positions Supervised	None
FLSA Status	Non-Exempt Temporary	Salary Grade	O	



Position Description Overview

This position, under the general supervision of the GIS Manager, is responsible for assisting in the data collection, maintenance, and support of the City's geographic information system. The successful applicant will be pursuing a course of study leading to a Bachelor's or Master's degree in Geography, Computer Science, Engineering, or related field.

Essential Job Functions

Standard

- Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Adhere to all departmental and City safety policies.
- Consistent attendance and punctuality is required.

Position-Specific

- GPS data collection, pre/post processing, and standardization by:
 - Collecting data for various City utility projects using GPS equipment;
 - Posting processing and integrating survey data into GIS layers;
 - Updating existing utility networks;
 - QA/QC survey data with field checks and/or existing maps; and
 - Assisting staff in field operations.
- Protect the data integrity by:
 - Performing various tasks pertaining to the maintenance and creation of GIS data for the City's basemap and utility networks;
 - Comparing Microstation (.dgn) layers with existing GIS data;
 - Updating existing basemap and utility network data layers; and
 - Performing error checks on the converted data.
- Create layouts, maps, and reports of various GIS projects by:

- Designing layouts from existing and/or developed data in ArcGIS; and
- Producing maps and reports for presentations, QA/QC field checks, and reference.

Additional Job Functions
<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources. • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 2. Perform other duties as required or assigned.
<p><i>Position-Specific</i></p> <p>N/A</p>

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Basic knowledge of installation, functions, and use of common packaged software including spreadsheets, word processing, database, desktop publishing, and others. 2. Basic knowledge of installation and maintenance of PCs, printers, adapter cards, modems, and other PC related equipment.
Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, Microsoft Access, Microsoft Excel, graphics, internet, etc.

	<ol style="list-style-type: none"> 2. Effective written and oral communication skills, including the ability to read, interpret, and explain complex concepts and requirements clearly and concisely.
Abilities	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 6. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees. 9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 10. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 11. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 12. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <p>N/A</p>
Education & Experience	<ol style="list-style-type: none"> 1. Possession of High School Diploma/GED. 2. Must be enrolled as a full-time student at the college level leading to a Bachelor's or Master's degree in Geography, Computer Science, Engineering, or related field. 3. ArcGIS experience required. 4. Experience with GPS is preferred but will train. 5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Physical/ Environmental Demands	<i>Standard</i> <ol style="list-style-type: none">1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<i>Position-Specific</i> <p>Moderate physical activity including:</p> <ol style="list-style-type: none">1. Ability to work under varying environmental conditions outdoors, these may include severe weather conditions, such as extreme heat and cold, high winds, severe snow or rain storms, flood conditions, dust, dirt, fumes, low illumination, poor visibility, noise, etc.2. Physical working conditions that may provide exposure to a variety of grades and elevations.3. Ability to lift up to 35 pounds and handle 100 pounds of pull force from the waist level.

Revised 6/24/2016

Position Description Acknowledgement

Position Title

GIS Intern

Revised/Updated

6/24/16

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date