GIS INTERN
JOB POSTING

Opening Date: May 3, 2021
Closing Date: Open until filled
Hourly Range: $11.00 - $15.00
Status: Temporary, Non-exempt

The statements and information in this document are neither intended to nor do they create contractual or other rights on behalf of any person hired by the City.

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. This position is an at-will employee exempt from the merit protections described in Utah Code § 10-3-1105(1)(a) or its successor provisions and city code or policy.

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, or recently graduated with, 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:**

Essential duties require the following physical skills and work environment:

- 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. EOE.