



CITY OF WEST JORDAN
8000 Redwood Road, West Jordan, Utah 84088

GIS INTERN JOB POSTING

Opening Date: August 15, 2018

Hourly Rate: \$10.50

Closing Date: Open until filled

Status: Part-time, Non-exempt

DEFINITION

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Experience with ESRI ArcGIS 10.x (ArcMap, ArcCatalog, ArcToolbox, ArcGIS Online). The GIS department has a need for a motivated individual to help with developing and implementing the latest in GIS technologies.

Skill to: Operate modern office equipment including computer equipment, large format copiers and plotters, calculators, field equipment such as Global Positioning Systems (GPS), and operate a motor vehicle safely. Have basic skills using spreadsheet and word processor software.

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.

MINIMUM QUALIFICATIONS

Enrollment in a Bachelor's degree or Associate's program in engineering or geography or related technical field. Experience in survey services, Geographic Information Systems (GIS), drafting desired. Possession of, or ability to obtain, an appropriate valid Utah driver's license.

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.

WORK SCHEDULE:

Intern will work between 20 – 29 hours per week, within the hours of 8:00 a.m. to 5:00 p.m., Monday – Friday, with the flexibility to work around schedule.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the City of West Jordan to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. West Jordan City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

APPLICATIONS

Interested applicants must complete and submit a City application and resume to Human Resources through the website at www.westjordan.utah.gov. This position will be open until filled with first review on August 29, 2018. EOE.