



PLANNING AND GIS INTERN - TEMPORARY

GENERAL STATEMENT OF DUTIES:

CLASSIFICATION	E
RANGE	\$12.00
FLSA	HOURLY NON-EXEMPT

Provides professional support for the Planning and Zoning Department. Work is expected to be temporary seasonal averaging up to forty (40) hours per week for a duration of approximately twelve (12) weeks. Work hours are flexible with standard work hours between 8:30 a.m and 5:00 p.m., weekdays.

DISTINGUISHING FEATURES OF THE CLASS:

The position is professional in nature, providing support in the capture, organization and spatial representation of land use data. This is a great opportunity to use data and analysis to support local planning and policy efforts. Work is performed under immediate supervision of the Planning Manger/Zoning Administrator; other staff members are available for consultation when questions arise.

EXAMPLES OF WORK *(Illustrative Only):*

- Review, scan and verify accuracy of land use databases (rezonings, special exception permits, variances, etc.)
- Creating custom maps and applications using ArcMAP, ArcGIS Pro, ArcGIS Online to improve work flow and decision making in local government.
- Incorporate land use data into the county’s GIS system.
- Assist with related file maintenance for the implementaon of a new software system.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Experience with data management best practice and ESRI software. Profficiency with Microsoft Office Suite. Ability to communicate effectively with County employees both verbally and in writing.

ACCEPTABLE EDUCATION AND EXPERIENCE:

The ideal candidate will have demonstrated experience with ESRI ArcGIS software and have strong technical analysis and graphic presentation skills. Familiarity with tenets of land use and planning and zoning processes preferred. Applicants should be currently enrolled in an undergraduate or graduate program, or have recently graduated. Students from geography, computer science, civil engineering or planning are preferred.