



## City of Peoria Human Resources

# Title: Geographical Information Systems (GIS) Intern I

The Information Technology (IT) Department has an opportunity for an on-site internship for the Spring 2023 semester. The intern would work up to 19 hours per week at a rate of \$18 per hour. Interns will be subject to pre-employment screening, including drug screening, fingerprinting, and background check. Interested students should email their cover letter and resume by 8:00 am Monday, November 7, 2022 to Heather Wildermann, IT Applications/GIS Manager, at [heather.wildermann@peoriaaz.gov](mailto:heather.wildermann@peoriaaz.gov).

**FLSA STATUS:** Non-Exempt

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from GIS Coordinator.  
This is a non-supervisory job classification.

### **MINIMUM QUALIFICATIONS**

- **Education:** Current enrollment in an accredited institution pursuing a GIS Bachelor's or Masters degree.
- **Experience:** No experience required.

### **JOB SUMMARY**

The purpose of this position is to assist professional GIS staff by conducting research, collecting data, and maintaining data for technical analysis and participating in the implementation, development, support and documentation of GIS systems and features.

GIS Intern I opportunities include:

- Shadowing GIS Technicians on basic tasks for data reports.
- Preparing daily and monthly reports.
- Completing special map requests.
- Review and resolve publish map MXD log warnings.
- Work on GIS Indoors feature collection.
  - Field web map application development and implementation.
  - Standardization of default domains.
  - Documentation to maintain/support Indoors workflow.

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Human Resources

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### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assists in the maintenance of the City's Geographical Information System (GIS). Assists in the production of digital and paper map products.
2	Under direction from the GIS Coordinator, develops and implements GIS projects in support of department mission. Serves as a technical liaison on various GIS projects as assigned, establishes priorities and ensures timely completion of projects.
3	Participates in data collection and data maintenance.
4	Prepares regular reports and ad hoc reports.
5	Develops documentation for new or existing systems and processes.



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## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

## MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone.

## PROTECTIVE EQUIPMENT REQUIRED:

None required.