



CITY OF GLENDALE (AZ)
invites applications for the position of:

GIS Intern

SALARY:	\$18.00 Hourly
START DATE:	Open
END DATE:	Open

JOB SUMMARY:

Under general supervision, research, develops, creates, maintains, analyzes, and presents geospatial information for the City in a Geographic Information System (GIS).

ESSENTIAL FUNCTIONS:

1. Participate in the GIS development process to include data creation, maintenance, and analysis.
2. Create data in GIS databases using techniques including CAD conversion, COGO, georeferencing, keyboard entry of tabular data and digitizing.
3. Edit GIS data for geometry, topology, and attribute integrity.
4. Design cartographic products and reports to support the business functions of City staff or project requirements.
5. Generate, update, and maintain metadata for geospatial data.
6. Work with file geodatabases and in an enterprise geodatabase environment.
7. Coordinate with GIS staff on Quality Assurance and Quality Control procedures.
8. At end of the engagement, intern will prepare and deliver a presentation which includes:
 - A summary of the work including map and data samples
 - What he/she learned throughout the course of work
 - An evaluation of the intern experience at the City
 - Recommendations and lessons learned for future interns
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS/SPECIAL REQUIREMENTS/SUCCESS FACTORS:

- Junior or higher-level college student (or recent grad). May be an undergraduate or graduate student.
- Must maintain a cumulative GPA of 3.0 or above.
- Applicant must possess some ArcGIS software experience. At a minimum, ability to edit data layers and perform simple data queries and overlays is required.
- Experience with ArcGIS Online, SDE multi-user geodatabases and AutoCAD preferred.

Knowledge of:

- Basic understanding of GIS principals and coordinate systems.
- General use of Microsoft Office applications.

Ability to:

- Communicate clearly and concisely, both orally and in writing with a good command of the English language.
- Understand and follow oral and written policies, procedures, and instructions.
- Strong research and analytical skills.
- Strong attention to detail.
- Ability to work both independently and on team assignments.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

TO APPLY FOR THE POSITION OR FOR MORE INFORMATION CONTACT:

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