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## Employee Job Description

Department: MIS

Position Title: GIS Intern

Pay Classification: INTRN \$13.00/hr.

Reports To: GIS Coordinator

Date of Job Description Creation/Update: 4/22/2024

### **Overall Descriptions of the Position:**

ASSIST THE GIS STAFF AND OTHER GOVERNMENTAL DEPARTMENTS AT MERCER COUNTY WITH GIS AND RELATED TECHNOLOGY. SOME SPECIFIC TASKS MAY INCLUDE THE FOLLOWING:

- DESIGN, CONFIGURE, AND POPULATE GEOSPATIAL DATASETS
- PERFORM QA / QC OF COUNTY GEOSPATIAL DATASETS
- CREATE CUSTOM PAPER MAPS FOR A VARIETY OF PURPOSES
- ASSIST IN CONFIGURING AND MAINTAINING WEB APPLICATIONS
- COMPILE AND MOSAIC HISTORICAL AERIAL IMAGERY

### **Position Requirements:**

- Currently pursuing a degree in Geography, GIS, Environmental Studies & Sustainability, Urban & Regional Planning, or a related field
- Experience working with ESRI or open source GIS software suites, preferably ArcGIS Pro (vers 3.0+), ArcMap (vers 10.7+), & QGIS
- Experience and proficiency using Microsoft Office, Adobe products, ArcGIS online and its suite of tools
- Basic understanding of color theory, cartography, typography, graphic design for GIS purposes
- Proficiency with computers, various software, printers, plotters, GPS units
- Experience writing code using a variety of computer languages (C++, Python, SQL, Arcade, Visual Basic, javascript, HTML)
- Assist in field data collection
- Ability to make oral and written presentations
- Must have the ability to work independently on projects as outlined by supervisors.

### **Position Duties:**

- Work closely with GIS and Tax Assessment staff to complete a variety of projects

- SUPPORT GIS DEPARTMENT WITH MAINTAINING AUTHORITATIVE AND ACCURATE GEOSPATIAL DATASETS FOR VARIOUS DATA STANDARDS & COMPLIANCES
- PROVIDE TECHNICAL ASSISTANCE TO VARIOUS COUNTY EMPLOYEES/DEPARTMENTS WITH THE CREATION & MAINTENANCE OF DATA, MAPS, WEB MAPPING APPLICATIONS, ETC., FOR A VARIETY OF CIRCUMSTANCES THAT BENEFIT THE COUNTY, OUR MUNICIPALITIES, AND OUR CITIZENS.
- All other duties as assigned

**How to Apply:**

Please send a letter of interest, salary history, resume, a minimum of 2 different custom map files intended to be printed (PDF or another image format), and a **completed standard County of Mercer Application** for employment to:

Mercer County /Human Resources Dept.  
125 South Diamond Street  
Suite 17  
Mercer, PA 16137

\*\*This is a Summer 2024 Grant Funded Internship. Per grand requirement this position is open to residents of Mercer and Lawrence County.

\*\*Standard Application can be printed from the link above or can be obtained at the Mercer County HR office located on the basement level of the Courthouse.

**Deadline to Apply: June 14, 2024**