

COLLEGE INTERN (PART-TIME) – GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Department of Administration - Information and Technology Management Division

THE PURPOSE: The College Intern-Geographic Information Systems (GIS) prepares and maintains land use related graphic information for the City of Milwaukee, including acquiring, assessing, validating, and processing geographic information. The person in this position also produces data extracts by writing database queries.

ESSENTIAL FUNCTIONS:

- Use ESRI ArcMap software to maintain files such as Tax Incremental Districts (TID), Business Improvement Districts (BID), Target Investment Neighborhoods (TIN), Neighborhood Strategic Planning (NSP), Community Development Block Grant (CDBG) areas, urban renewal areas, census tracts, zip code boundaries, and zoning areas.
- Assist in updating parcels using and interpreting primary source data from files in the Assessor's Office and the City Engineer's office.
- Provide custom map products and plots upon request.
- Document procedures and methods used in map layer maintenance.

NOTE: *College Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.*

MINIMUM REQUIREMENTS:

1. Current enrollment as a Junior or higher (56 credits +) in an accredited college or university, including significant course work in cartography, geography, land engineering, automated mapping, or geographic information systems (GIS).
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of geography, cartography, and mathematics.
- Knowledge of automated mapping, GIS principles and practices, and GIS theory and application.
- Ability to compile and analyze data and to write complex algorithms.
- Ability to use standard software applications as well as sophisticated mapping software.
- Analytical and problem-solving skills.
- Oral and written communication skills.
- Ability to work cooperatively with others.
- Ability to manage multiple projects and follow assignments through to completion.

THE CURRENT SALARY RANGE (910) IS: \$9.51 per hour, with possible increases up to \$12.47 per hour. College Interns are not entitled to receive benefits. **NOTE:** *With the approval of the Employee Relations Director, students with junior status may be appointed up to the second step, and students with senior status may be appointed up to the third step.*

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