GIS/PLANNING INTERN

General Statement of Duties

Performs work of moderate difficulty in the operation of various software relating to cartography and performs related work as assigned.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled and manual labor tasks related to the development of maps for consumption of the general public and any additional work assigned. Additional assignments may involve current work flow analysis and best management practices recommendations as it pertains to development review. Work subjects the employee to inside environmental conditions and may include outside environmental conditions. Work is independent with periodic updates to supervisory authority.

Duties and Responsibilities

Essential Duties and Tasks
- Develops custom maps, with online compatibility and assisting with the day-to-day activities in Village Hall.
- Analysis current work flow processes implemented during the development approval process.
- Recommends best management practices pertaining to the development approval process.
- Updates material pertaining to the Village of Clemmons development approval process.

Additional Job Duties
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities
- General knowledge of standard practices as it relates to Cartography.
- General knowledge of operating a personal computer, various software programs such as ESRI ArcMap and MS Office, and operating standard office equipment.
- Ability to understand and follow oral instructions and written communications.
- Good technical writing skills, the ability to research statutory requirements, and good organizational skills.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the public.

Desirable Education and Experience
- High school diploma or GED and a valid North Carolina driver license. Additionally, the candidate should be currently enrolled in, or have recently completed, an undergraduate or graduate program in geography, environmental science, engineering, urban planning, or a related field. The ideal candidate should be proficient in ESRI ArcGIS.
- The position will regularly involve operating a personal computer and mobile device, various software programs such as ESRI ArcMap and MS Office, operating standard office equipment, oral and written communication, and interpersonal relations. The position may involve fieldwork.

Physical Requirements
- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.