



## **CITY OF JOLIET POSITION DESCRIPTION**

**TITLE:** GIS Summer Intern  
**DEP/DIV:** Information Technology  
**REPORTS TO:** GIS Coordinator  
**EMPLOYEE STATUS:** Temporary (May – August)  
**SALARY/GRADE:** Minimum \$18.00 per hour/ No Benefits

**JOB CODE:**  
**ESTABLISHED:** 2024  
**FLSA STATUS:** Non- Exempt  
**LOCATION:** City Hall

### **GENERAL PURPOSE**

This position is responsible for assisting staff by providing GIS services to departments, public, and contractors. GIS Internship duties include updating GIS data, creating maps, and addressing. They will assist with GIS tasks using ESRI's suite of products.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Edit and create new data sets, feature classes, and maps.
- Work with ArcGIS Online to create web maps and applications.
- Capture data using Field Maps with a mobile device and GPS.
- Create maps for use by various departments.
- Evaluate data quality.
- Coordinate GIS projects with other departments.
- Document technical specifications and requirements.
- Provide general office support as needed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to perform moderate manual labor (e.g., lifting and organizing equipment).
- Strong ability to follow oral and written instructions accurately.
- Proficiency with basic software applications
- Strong written and verbal communication skills.

### **QUALIFICATIONS**

Education and Experience: Applicants must be currently enrolled in Geography, Geographic Information Systems (GIS) or related degree programs to be considered.

### **SPECIAL REQUIREMENTS**

Valid State of Illinois driver's license.  
Must be at least 18 years of age



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### **TOOLS AND EQUIPMENT USED**

- Desktop and laptop computers
- Monitors, keyboards, mice, docking stations
- Printers, scanners, and multifunction devices
- Mobile devices / tablets for field tasks
- Microsoft Windows OS & Office Suite
- IT ticketing/help desk system
- ESRI ArcGIS Pro & ArcGIS Online

### **PHYSICAL DEMANDS**

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.

Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands, fingers, handle or operate objects tools or controls; and reach with hands and arms. Employee must drive an automobile or light truck and be able to make field visits including entering residences, business venues, and construction sites.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an indoor setting. The indoor environment is either an office-type area that is somewhat quiet except for office/communications equipment.



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### **SELECTION GUIDELINES**

Formal application with a rating of education and experience; an oral interview and reference checks; and job-related tests may be required.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**