



Vacancy Announcement

Temporary Intern (Non-Exempt)

Hourly Rate \$10.00

Minimum Requirements:

Currently enrolled in or recently completed a college degree program leading to a degree in Geographic Information Systems, Geospatial Science or Cartography, or a GIS certificate.

Primary Purpose

Provides technical transportation planning support including research, data management and GIS database and mapping functions.

Supervision

Under direct supervision.

Knowledge

Possesses knowledge of the planning process.

Abilities

Effectively execute planning activities; conduct research; utilize a variety of computer software applications; effectively present data and information in visual aid form; assist in the operation of GIS; analyze and interpret information and translate that information into computer graphics and databases; assist in keeping all information current and accessible to the user; prepare and maintain accurate records, maps, and reports.

Physical Requirements

Performs bending, sorting and reaching from ground level to overhead; must be able to hold and grip objects; must have ability to operate a computer keyboard; must be able to push, pull, lift and carry up to 25 pounds for filing and other related tasks; subject to sitting for long periods of time.

Important Functions

1. Updates GIS records and produces maps as necessary. Prepares custom maps for display and distribution
2. Utilizes the GIS computer system to provide analysis of spatial and relational databases in a thematic mapping environment and produces cartographic reports and maps.
3. Maintains and creates GIS databases and coverages.
4. Provides technical support regarding transportation planning issues.

5. Performs assigned projects, tasks and duties related to plan preparation, maintenance and implementation as well as planning related research.
6. Researches records; collects and analyzes data; reads and interprets, and verifies legal descriptions, maps and aerial photographs, and conducts field surveys.
7. Compiles research information including gathering and tracking data through both manual and computerized systems; computer work involves both numerical and alphabetical data entry.
8. Maintains applicable legal and technical records and reference materials. Maintains GIS data.
9. Operates computers including utilization of a variety of software applications such as word processing, spreadsheet, graphics and database applications to produce reports, charts and graphs.
10. Performs minor office administration tasks such as copying, filing, faxing, etc.
11. Other duties as assigned.

To Apply: Send complete resume and application to sfields@ozarkstransportation.org. Application available at <http://www.ozarkstransportation.org/About%20Us/Employment.html>