



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>GIS Intern</u>	NEW: <u>X</u>	REVISED: _____ <small>(Please check one)</small>
REPORTS TO: <u>GIS Manager</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>GIS Department</u>	JOB CODE: 300	

DEFINITIONS:

With general supervision, assist with the maintenance of the Boone County GIS.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Responsibilities may include, but not limited to, the following job duties: assist with GIS data development and/or conversion projects; create features and assign attribute data from other datasets to GIS format and/or based on field inspections; interpret aerial photography / orthophotographs; develop and document GIS procedures.

KNOWLEDGE AND SKILL:

1. Specific knowledge of ArcPad and ArcView Software.
2. Knowledge and experience with aerial photo interpretation.
3. Good skills in oral and written communication.

MINIMUM QUALIFICATIONS:

College educated with specific training in GIS using ESRI's ArcView, ArcEditor and/or ArcInfo 9.x Desktop and experience with aerial photo interpretation.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)