



## **JOB DESCRIPTION**

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### **GIS INTERN**

**FLSA STATUS:** Intern **DIVISION:** General  
**REPORTS TO:** IT Manager **WORK LOCATION:** Seguin, Texas  
**EFFECTIVE DATE:** 03/2019

#### **SUMMARY**

The GIS Intern duties and responsibilities include the collection, digitization, review and processing of spatial data, preparation of maps and other GIS information products, and assisting with the maintenance of GIS databases. This position will work with various internal users to ensure that GBRA's GIS needs are met on a day-to-day basis.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Spatial data development, attribute population, data maintenance;
- Georeference and digitize data from static sources, such as as-built plans, plat maps, aerial images or historical maps;
- Review new or existing data for accuracy, usefulness, quality, or completeness;
- Process spatial data through a defined workflow, from raw data to published web map services;
- Organize and maintain spatial data and non-spatial documents following a defined structure and upholding consistent standards;
- Prepare and update utility maps, and parcel and tract maps based on data obtained from internal documents, public records, and field surveying notes;
- Create maps and other GIS information products to industry cartographic standards;
- Configuration of ArcGIS Online web maps and mapping applications;
- Collection of data from field operations using mobile devices/GPS technology (Collector for ArcGIS and/or Survey123);
- Assist with maintaining an up to date GIS database of GBRA infrastructure and record and document details of map updates, additions and/or deletions;
- Assist with establishment of asset management program data standards and software;
- Create and document procedures and metadata definitions;
- Perform other duties as assigned.

#### **KNOWLEDGE/SKILLS/ABILITIES**

- Understand emerging GIS technologies and their application to improve GBRA services;
- Working knowledge of ESRI's ArcGIS for Desktop 10.4.1 or higher;
- Strong organizational, time management and interpersonal skills;

- Ability to exercise initiative, independent judgement, and responsibility;
- Ability to research, troubleshoot and find appropriate training to learn new technology;
- Attention to detail;
- Effective written and oral communication skills.

### **EDUCATION/CERTIFICATIONS**

Pursuing a Bachelor's degree in Geographic Information Systems, Geography, Computer Science, Engineering, or a related field from an accredited college or university is required.

### **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.

Standard physical activity such as periodic standing, walking, sitting, and basic motor skills to operate necessary computer programs. Occasionally fieldwork will be required to collect data and information, as necessary.

### **WORK ENVIRONMENT**

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

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