



JOB ANNOUNCEMENT

City of Treasure Island, Florida Issued November 5, 2019

TITLE OF POSITION: Department of Public Works GIS/Sustainability Intern
DATE: 16 weeks - flexible start date; duration may be extended
STIPEND: \$200 per week, minimum of 20 work hours per week
CLOSING DATE: Open Until Filled
INSTRUCTIONS: Please provide your application and brief statement of interest to the Human Resources Director, Tiffany Makras at tmakras@mytreasureisland.org.

JOB DESCRIPTION

GENERAL DESCRIPTION:

The City of Treasure Island Department of Public Works is seeking a motivated intern to work temporarily as an aid to the department in developing its geographic information system (GIS), and other programs. The selected intern is expected to exercise independent judgement in problem solving and work under the general supervision of the Assistant Public Works Director.

HOURS/SCHEDULE:

The Department of Public Works office hours are Monday through Friday from 7AM to 3:30PM. The selected intern must be able to commit a minimum of 20 hours per week, unless holidays and exam schedules prohibit, in which case the hours should be made-up as soon as possible.

ESSENTIAL JOB FUNCTIONS:

1. Assist in the development of the City's Geographical Information System (GIS) and Cityworks asset management system. This will involve working with individuals in the Public Works Department to identify and build and maintain GIS data sets utilizing existing and City-obtained data, creating GIS-based maps, forms and applications, and techniques to improve efficiency. Work will occasionally involve field surveys with staff.
2. Develop training guides and operating procedures. Provide hands-on training to City staff on GIS technology and applications.
3. Assist in providing research, public outreach, and educational materials to achieve the City's sustainability goals.
4. Assist with the completion and reviewing of grant tasks pertaining to emergency management and sustainability, and others.
5. Assist with department filing and scanning.
6. Provide research, materials, and tracking for the department's safety program.
7. Assist in preparing cost estimates, permit applications, and grant applications.
8. Assist in other operations of the Public Works Department, as required.

MINIMUM QUALIFICATIONS:

Knowledge, skills and abilities:

- Knowledge of clerical and general office methods including, office terminology, procedures, routines, account and file maintenance.
- Ability to understand and follow written and oral instructions.
- Ability to make mathematical calculations with reasonable speed and accuracy.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate clearly and concisely, orally and in writing.

Required education and experience:

- Working towards or received a Bachelors Degree in Geographic Information Systems, Geography, Planning, Engineering, Computer Science, Environmental Science or related field.
- At least one year of experience (or equivalent education) working with ArcGIS.
- Experience with MS Excel, Word, Powerpoint, and other Office programs.

Essential physical skills:

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without aid).
- Ability to communicate both orally and in writing.
- Ability to access input and retrieves information from a computer.
- Ability to walk and climb/descend stairs.

ENVIRONMENTAL CONDITIONS:

Work will be primarily inside in an office environment, but may occasionally necessitate field surveys with staff of the Municipal Services and/or Water Pollution Control divisions. Interns are not to operate City vehicles.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.