Accepting applications for:

**Hourly GIS Technician Intern**
Information Technology Services Division
Finance Department

**Application deadline: Tuesday, March 23, 2021**
Visit [www.icgov.org/jobs](http://www.icgov.org/jobs) to apply online

**Hours:** Variable hours up to 25 hours per week
**Wage:** $15.00 per hour
**Office Hours:** Monday – Friday, 8:00am – 5:00pm

**Job summary:**
Under general direction, creates, manages and expands the City of Iowa City Geographic Information System (GIS). Manages GIS-related databases and permissions. Works closely with City departments on the use of the GIS. Conducts research, constructs maps, provides training and makes presentations on GIS maintaining documentation, program listings, layouts and other records in support of the GIS system, modification and problem resolving efforts. Coordinates geo-spatial projects. Works with staff from city offices to collect, organize, update, and maintain GIS data. Coordinates the needs of various departments and government agencies in establishing GIS as an effective management tool. Designs and maintains appropriate work flows. Conducts user needs assessments and implements effective procedures and applications. Promotes GIS educational programs. Assists governmental agency users with issues relating to the city’s GIS program. Promotes the use of the city’s GIS system to a variety of constituencies through interviews, presentations, press releases, etc. Provides technical support on GIS equipment and software. Updates and maintains the city’s GIS Internet map service in conjunction with Information Services staff. Estimates effort required for assigned tasks. Refers major hardware and software problems to vendor and/or service personnel for correction. Maintains communication and follow-up on resolution. Reviews new technology and provides ideas and information on new technology and ways it can enhance the GIS infrastructure. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs all other related duties as assigned.

**Minimum qualifications:**
Must be enrolled in post-secondary program or course of study pursuing a certificate or degree in GIS. Must pass criminal background check.

**Preferred qualifications:**
Completion of at least one year towards a bachelor’s degree in GIS, Engineering, Community & Regional Planning, Computer Science, Geography or related field or equivalent experience preferred.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

Date posted: March 2, 2021