

Job Posting

POSITION TITLE: GIS-Planning Intern

DEPARTMENT: GEAUGA COUNTY PLANNING COMMISSION

COMPENSATION: \$14.00 PER HOUR

HOURS: Monday-Friday, 8:00a.m. to 4:30p.m., seasonal, not to exceed 560 hours

GENERAL DUTIES AND RESPONSIBILITIES: Under the supervision of the Planning Director, the duties and responsibilities of the GIS-Planning Intern include, but are not necessarily limited to, the following:

1. Provides GIS and planning support to the Planning Director and Planner II
2. Performs research to update the Housing Inventory, including coordination and outreach to townships and municipalities for local review and input.
3. Assists with collecting and preparing data and maps for other various planning projects, as needed
4. Perform research including land records, aerial photos, and other sources for information relevant to GIS and land use planning
5. Prepares maps and planning reports of limited or variable complexity
6. Performs other duties as assigned
7. Attends meetings during normal business hours and evening meetings, as needed

MINIMUM QUALIFICATIONS

1. Minimum sophomore status towards Bachelor's Degree in Planning, Engineering, Science, or other appropriate field from an accredited college or university.
2. Knowledge of principles and practices of GIS, planning, or other related field
3. Knowledge of ArcGIS/ArcMap 10.8.1 or ArcGIS Pro 2.9 or ability to learn quickly
4. Competency in other computer software programs, such as Microsoft Office and Internet applications
5. Excellent computer and interpersonal skills
6. Ability to follow verbal and written instructions
7. Highly organized and the ability to work independently or in a team environment to complete assignments

OTHER QUALIFICATIONS

1. Must pass (text negative) pre-employment drug test.
2. Must possess a valid Ohio driver's license with acceptable driving record and be a U.S. citizen.
3. Be available to work a flexible schedule based on the needs of the department.
4. Is subject to inside and outside environmental conditions.
5. Requires vision (which may be corrected) to read small print.
6. Requires upper and lower mobility.

To apply: Submit application, cover letter, and resume to the Geauga County Planning Commission, 12611 Ravenwood Drive, Suite #380, Chardon, Ohio 44024 or to planning@co.geauga.oh.us. Application for Employment available at <https://bocc.geauga.oh.gov/public-notifications/job-opportunities/#group=documentlist&docspagination=0-15>