



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>07/08</u>
DEPARTMENT: <u>GIS Department</u>	JOB CODE: 1054	

DEFINITIONS:

With general supervision, assist with the expanded design, development, analysis, implementation, and maintenance of the County's 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; assign attribute data from other datasets to GIS format; develop geographic information systems layers/data elements; interpret aerial photography / orthophotographs; perform digitizing and drafting as required; develop and document GIS procedures.

KNOWLEDGE AND SKILL:

1. Specific knowledge of ArcInfo 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)