HOURS: Flexible, at least 15 hrs/weekly

COMPENSATION: Unpaid, but eligible for internship credit

START DATE: By early May, 2018

POSITION SCOPE:

Under general supervision, researches, develops, creates, maintains, analyzes and presents geospatial information for the City of Maricopa.

PRIMARY DUTIES AND RESPONSIBILITIES:

• Use ArcGIS for Desktop to create maps for marketing materials and maintain GIS data to be used for marketing and reporting
• Design cartographic products and reports to support the team
• Performs other duties as assigned or required

MINIMUM QUALIFICATIONS & POSITION REQUIREMENTS:

Education and Experience:

• Candidates who have completed a GIS Certificate or who have completed at least one year of GIS Education are preferred.

Necessary Knowledge, Skills and Abilities:

• Proficient in ArcGIS 10 ESRI software
• Basic understanding of GIS principals and coordinate systems
• Competency with Microsoft Office Suite
• Strong written and oral communication skills
• Strong research and analytical skills
• Motivated self-starter able to work independently
• Ability to work effectively in a team environment
• Knowledge of (or willingness to learn) how to read plat maps, subdivision reports, and other recorded documents

TO APPLY: Email Rodolfo Lopez at rodolfo.lopez@maricopa-az.gov