

**SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**  
**INTERN – GEOGRAPHIC INFORMATION SYSTEM INTERN**

Spec No. 9188

**SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

**BASIC FUNCTION**

Provide general program assistance to Snohomish County's Geographic Information System (GIS).

**STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

1. Assists with conducting research and data collection; interpreting plans, photos and maps; perform data integrity checks.
2. Assists with preparing maps and graphic displays for studies, reports and public meetings. Maintain records of completed assignments.
3. Assists with digitizing map data, including keying or coding of data and typing of tabular data, for insertion into the GIS database.
4. Assists with creating, composing, modifying and editing GIS spatial and attribute data according to prescribed specifications and procedures.

**STATEMENT OF OTHER INTERNSHIP DUTIES**

1. Performs related duties as required.

**MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment.

Must be currently working towards a degree in geography, GIS, planning, environmental studies, environmental policy, computer science or closely related field.

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN – GEOGRAPHIC INFORMATION SYSTEM INTERN**

Spec No. 9188

### **PREFERRED QUALIFICATIONS**

Proficiency in GIS software, such as ArcMap and ArcCatalog, geospatial analysis, data management, and automation skills is desired. The GIS Intern should also have working knowledge of ESRI software and common geo-data formats. Some experience with SQL, Python, and standard internet protocols is desired.

### **KNOWLEDGE AND ABILITIES**

Increase Intern Knowledge of:

- the principles and practices of geospatial management and analysis
- use GIS hardware and software to input, manipulate or edit geographic data
- use GIS hardware and software to produce maps and reports
- the organization, structure and function of county government
- best practices for enterprise-level geospatial systems
- business writing and report preparation
- maintain required records and prepare necessary reports
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines
- research and analysis techniques
- client interaction and project management

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- prepare clear and concise written reports and presentations
- prioritize and resolve problems
- exercise initiative and judgment and make decisions within the scope of assigned responsibility
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public
- analyze and solve work related problems

### **SUPERVISION**

Intern will receive direction from a GIS professional as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

### **WORKING CONDITIONS**

The majority of the work is performed in the usual office environment.

## **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

### **INTERN – GEOGRAPHIC INFORMATION SYSTEM INTERN**

Spec No. 9188

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2014

Revised: January 2018

EEO Category: 3 – Technicians

Intern Wage: \$16.00/hour

Workers Comp: 5306 Non-Hazardous