



Natural Resources GIS Intern

Objective:

North Clackamas Parks and Recreation District (NCPRD) offers approximately 60 parks and greenspaces to the citizens within the district. Under direction, provide park natural resources GIS database support for the North Clackamas Parks & Recreation District, Natural Resources Program.

Time Commitment:

This is a full-time temporary position beginning in May 2011 and ending in July of 2011. Continuation of position after July 2011 is dependent on funding.

- 40 hours per week (on occasion more or less depending upon workload)
- Weekly schedule -the county works a 4-10 hr schedule Monday- Thursday.

Essential Functions (to include, but not limited to):

- 90% Natural resources GIS database management:
 - Refinement and management of a new park and natural resource ESRI ArcGIS format geodatabase.
 - Acquisition and standardization of external and internal GIS data into the new park and natural resource geodatabase.
 - Creation, editing, and migrating existing park and natural resource GIS data to the new geodatabase.
 - Review and make recommendations concerning GIS data and analysis
 - Analysis of GIS data (including LIDAR) for projects and planning.
 - Creation of ArcMap templates and maps for reports, field surveys, grants, data editing, and management goal evaluations.
 - Setting up ArcPad work flows
 - Documentation including metadata
 - Digitizing project data
 - Working with staff to verify and update project data
 - Working with other agencies, organizations, groups, and contractors.
- 10% Data collection and entry (Microsoft Word, Excel, Access; ArcGIS); Database management (Access, ArcGIS); Writing-emails; summaries; compiling field notes

Position Requirements

- An independent, self-motivated, creative and resourceful individual who enjoys working in the field of GIS and natural resources with a team.
- A cooperative manner and the ability to work as part of a team.
- Ability to keep a positive attitude when performing intensive, monotonous and/or tedious tasks
- Ability and willingness to be flexible with last minute changes in schedule and tasks
- Ability to ask questions for clarification and job completion.
- Safety conscious always putting safety first!
- U.S. citizen, national or lawful permanent resident.
- Regular and reliable attendance

Preferred Qualifications:

- Advanced knowledge and skills in GIS database and analysis in combination with natural resource management
- Knowledge of Global Position System (GPS) and software
- Skills in utilizing Global Position System (GPS)
- Knowledge of the region's parks and greenspaces is helpful but not required
- Skills working with natural resources data and analysis along with the ability to help perform data gap analysis
- Site assessment data collection- gps/gis; photographic documentation

Necessary Certifications/Degree:

- GIS

Salary:

- \$20.00/ hour

To Apply:

Please send letter of interest and resume via e-mail to Tonia Burns, tburns@co.clackamas.or.us.