

SPOKANE REGIONAL TRANSPORTATION COUNCIL

POSITION DESCRIPTION

GIS Intern

Spokane Regional Transportation Council (SRTC) is seeking a part-time GIS Intern to join our team. We are looking for a GIS Intern to perform a variety of routine and complex technical duties to support the SRTC mission including the development, production and support of SRTC's Geographic Information System (GIS.)

AGENCY OVERVIEW

SRTC is dedicated to tackling challenges that transcend municipal boundaries. SRTC is the lead agency for transportation planning for the area covered by Spokane County, Washington. Challenges we face together, such as transportation choices, quality housing, and good jobs require regional solutions. SRTC is a Metropolitan Planning Organization (MPO) and a Regional Transportation Planning Organization (RTPO). MPOs and RTPOs serve the same basic transportation planning functions – develop a long-range plan, coordinate transportation planning within a region, distribute federal transportation funds, and prepare a transportation improvement program. SRTC conducts multi-modal transportation studies, travel demand modeling, performance-based planning and programming, air quality conformity and analyses, and data visualization.

POSITION OVERVIEW

The position performs the full range of technical and specialized duties of developing and maintaining an efficient GIS mapping and data management operation. The ideal candidate will be interested in being a key team member dedicated to better understand how people and goods move in, and through Spokane County. The GIS Intern is expected to complete complex assignments requiring the exercise of discretion and independent judgement, under the direction of a Senior Transportation Planner. The position is part-time, up to 20 hours per week, or 1040 total hours for 2019.

Essential Functions:

- Develop, organize, and maintain map libraries and geospatial datasets to support the regional transportation planning program.
- Perform detailed systems analysis and design for assigned GIS projects. Design and develop supporting databases. Apply GIS and other analytical tools to manipulate, analyze, query, and report information.
- Produce cartographic products in hardcopy and digital formats, incorporating information graphics and design elements. Provide mapping and data support for the development of key agency reports, studies, plans, and programs.
- Identify database requirements, needs, and quality control methods.
- Design, implement, update, and maintain web-based mapping services for the dissemination of spatial information.
- Review, analyze, and interpret data for SRTC functions including performance measures, project prioritization, and needs assessment.
- Perform research and provide technical assistance by collecting, analyzing, interpreting, and summarizing information.

Knowledge and Skills:

- Methods, practices, and techniques of ESRI's ArcGIS desktop software and ArcGIS Online, or other relevant GIS platforms.
- Ability to use ESRI (or other relevant platforms) geoprocessing tools, scripting and modeling environments to efficiently complete works tasks.
- Ability to review and analyze data to support recommendations
- Knowledge of other applicable software which may include Excel, Illustrator, InDesign, Microsoft Power BI, Tableau, etc.
- Basic knowledge of programming languages (e.g. Python) desirable.
- Solid foundation in current data architecture practices and procedures.
- Ability to communicate effectively both orally and in writing, including the ability to express complex issues clearly and concisely.
- Ability to prioritize multiple tasks and complete tasks on time.

Training and Experience:

- College or university course work in Geography, Computer Science, Information Technology, Transportation Planning, Urban Planning, or a related field; and
- At least one year of experience using GIS software; or
- Any combination of training, education, and experience that would provide the required knowledge and skills.

Salary is \$16 per hour. The part-time position is not eligible for SRTC benefits, with exception of state mandated benefits such as Washington state paid sick leave.

Applicants wishing to be considered for this position should submit the following package to Greg Griffin: ggriffin@src.org

- Cover letter
- Resume
- Two letters of recommendation
- Two visual work samples (map or map-related graphic design in PDF format)
- Affirmative Action form

Hard copies may be sent to 421 W. Riverside Ave., Suite 500, Spokane, WA 99201. Electronic submission is preferred.

Submittals will be reviewed as they are received. First review deadline: January 25, 2019.

AFFIRMATIVE ACTION INFORMATION FORM

Spokane Regional Transportation Council (SRTC) is an Equal Opportunity Employer. We are required by State and Federal law to maintain certain statistical information on job applicants and employees. **This information is used for statistical purposes only. This form will be kept separate and confidential from your application.** Information regarding race, sex and ability level is voluntary, but it is required that you fill in your name, address and phone number.

PERSONAL INFORMATION

Today's Date: _____ Gender: Male Female
Last Name: _____ First Name: _____
Address: _____
Phone Number: _____
Position Applied For: _____
Date of Birth: _____

ETHNIC ORIGIN (PLEASE SELECT ONE OF THE FOLLOWING)

Hispanic/Latino Of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.

Non-Hispanic/Latino Ethnic Origin:

White Having origins in any of the original peoples of Europe, the Middle East or North Africa who is not of Hispanic origin.

Black/African American Having origins in any of the black racial groups of Africa.

Native Hawaiian/Pacific Islander Having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including are China, Japan, Korea and the Philippine Islands.

American Indian/Alaska Native Having origins in any of the original peoples of North, Central and South America and who maintain tribal affiliation or community attachment.

Two or More Races (all persons who identify with more than one of the above)

Veteran Status

Not a veteran	Vietnam-era veteran
Disabled veteran	Any other veteran

Ability Level

Disabled	Non-Disabled
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Please fill out this form and return to SRTC with your application and/or resume.