SPOKANE REGIONAL TRANSPORTATION COUNCIL

POSITION DESCRIPTION

Intern

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

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 transportations 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 may perform the full range of technical and specialized duties of developing and maintaining GIS maps and data, web dashboards, and other data tools. 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 Intern is expected to complete complex assignments requiring the exercise of discretion and independent judgement, under the direction of a Principal Transportation Planner. The position is part-time, up to 29 hours per week or 1040 total hours for 2021.

Essential Functions:

- Design, implement, update, and maintain web-based data and mapping services for the dissemination of spatial information. Web assets include Tableau dashboards, web maps, and other data analysis products.
- 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 data requirements, needs, and quality control methods.
- 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 Online, ArcGIS Pro, ArcGIS desktop software and/or other relevant GIS platforms.
- Competency with word processing software, Excel, and Tableau.
- 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
- 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.
- Some knowledge of programming languages (e.g. Python, JavaScript) desirable.
- Some experience with other applicable software – such as Illustrator, InDesign, and/or Microsoft Power BI – is desirable.

Training and Experience:
- College or university course work in Transportation Planning, Urban Planning, Geography, Computer Science, Information Technology, or a related field; and
- At least one year of experience using GIS software – including ArcGIS Online; or
- Any combination of training, education, and experience that would provide the required knowledge and skills.
- Current enrollment in a university or higher education institution is preferred.

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 at ggriffin@srtc.org
- Cover letter
- Resume
- Two letters of recommendation
- Short (1-3 page) writing sample
- Two work samples (data products, visual maps, map-related graphic design (PDF))
- Affirmative Action form

Electronic submission is preferred. Please notify us via telephone or email to make arrangements if you must submit a hard copy.

Submittals will be reviewed as they are received. First review deadline: January 6, 2020.