

College to County Mentorship Program

Job Title: GIS Data Technician

Seasonal Temporary Position: June through September

Job Salary: \$25.08/hr (30-40 hours per week, Monday – Friday)

Location: Yeon Building (1620 SE 190th Ave, Portland, OR 97233)/ Bridge Shop (1403 SE Water Ave, Portland, OR 97214)

Multnomah County is seeking a GIS Data Technician (intern) to join the Asset Management Services team. You will assist in and/or perform GIS technician duties related to our road asset mapping effort.

The Business Services Division serves as a financial hub supporting the program areas within the Department of Community Services (DCS). The Division supports the operations of Animal Services, Elections, Land Use Planning and Transportation, including Roadway Engineering, Survey, Road Maintenance, Bridge Services and Transportation Planning & Development and Water Quality. The financial services provided include; records management, contract administration, grant accounting, cost accounting, work order management, accounts payable and receivables, payroll, position maintenance, and asset management services.

This position will have an emphasis in the following duties:

Perform and/or assist in a wide variety of work such as verifying assets in the field, importing data from AutoCAD or other data formats, creating maps, managing data in spreadsheets and databases, and periodically preparing reports.

Education and Experience:

We are looking for someone with major course work in a GIS and possession of or ability to obtain, an appropriate and valid driver's license.

- Coursework in GIS
- Basic knowledge of principles, practices and procedures of data collection and analysis.
- Ability to collect, compile and report information and data. Demonstrated ability to process detailed, numerically-oriented data accurately and in a timely manner.
- Basic knowledge and fundamental understanding of computer-based geographic information systems, drafting and/or computer mapping tools.
- Basic knowledge of Global Position System (GPS).
- Ability to perform designated shop and office duties as may be required such as using

computer-based geographic information systems, project tracking, understanding a variety of maps and drawings and/or

- Ability to set up and maintain accurate job logs and notes, databases and project files.
- Ability to communicate clearly both verbally and in writing.

Veteran's Preference: Under Oregon Law, qualifying veterans may apply for veteran's preference for this recruitment. Review our veteran's preference website for details about eligibility and how to apply,.

For veterans qualified for Veteran's Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form also located at this [website](#). The deadline for submitting online application is March 31, 2019.