



GREENE COUNTY DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT



GIS Internship Program

Greene County, Pennsylvania has a current population of approximately 38,000 residents. The County Office Building is located in the Borough of Waynesburg. Greene County's Department of Planning and Community Development consists of four divisions; Planning Commission, Community Development, Industrial Development Authority, and Redevelopment Authority. The departments' primary responsibility is to undertake plans and projects that enhance the physical and social character of our communities; in doing so our department utilizes Geographic Information System (GIS) for mapping, which allows us to create plans for housing or commercial development, determine lot splits, and develop new water and sewer lines.



The Department of Planning and Community Development is seeking a highly motivated undergraduate and/or graduate student with a concentration in GIS, geography, or a closely related field, to intern for our ambitious and skilled department.

Reasons to complete an internship with Greene County GIS:

- *Develop professional skills*
- *Gain in-depth experience working with relevant geo-spatial data*
- *Opportunity to explore specific career fields*
- *Contribute to the community*
- *Gain the benefit of working with a multi-division department in local government*
- *Obtain practical and professional experience in the GIS field of study*
- *Potential to earn academic credit from your institution*
- *Expand upon existing classroom experience and knowledge.*
- *Gain insight on the inner workings of local government*

Interns will have the opportunity to work in the GIS Division of the Department of Planning and Community Development. Under supervision, the Interns will participate in a variety of functions ranging from maintenance on Greene County GIS data, to data collection / creation, to field work. GIS Interns to work under the direction of the Planning and Community Development Directors as assigned. Directors and existing staff will outline work assignments, educate on GIS, and review work. General job duties and specific tasks will prepare GIS Interns to successfully enter the workforce or continue their education upon graduation.



ABOUT US

About Greene County Planning and Community Development

GCDPCD is committed to creating, inventorying and mapping the County's features and resources. Infrastructure planning is necessary to strengthen the economic competitiveness and attract new residents and business to Greene County. Economic development is important to the County and critical to improving the community's economic well-being and quality of life for the department to support local economic development in Greene County, it needs to create a long-term, sustainable plan for its water and wastewater utility. Within the Plan Area, the County of Greene and regional utility providers directly control infrastructure systems including: sanitary sewer, potable water, storm water, electricity, natural gas, and telecommunications, and solid waste management.

All umbrellaed under the GCDPCD Office, the following departments use GIS:

- Community Development Block Grant
- HOME Investment Partnership Program
- Industrial Development Authority
- Redevelopment Authority
- The Planning Commission

GIS services and data are given to other agencies and organizations, including:

- Local Municipalities
- Surveyors and Engineers
- Land Developers and Realtors
- Property Owners
- Law Enforcement
- State and Local Agencies
- Event Coordinators/Planners

CONTACT INFORMATION

GCDPCD, 724-852-5300

Connie Bloom, GCDPCD Administrative Assistant

cbloom@co.greene.pa.us

Greene County Department of Planning and Community Development

93 E High Street, Second Floor

Waynesburg, PA 15370

Phone: 724-852-5300

Hours: Monday thru Friday 8:30am- 4:30pm

Website: <https://www.co.greene.pa.us/GCDPCD>



JOB DESCRIPTION

GIS Intern

Interns will have the opportunity to work in the Geographic Information System (GIS) Division of the Department of Planning & Community Development. Under supervision, Interns will participate in a variety of functions ranging from maintenance on Greene County GIS data, to data collection/creation, to field work. GIS Interns work under the direction of the GIS Manager and GIS Analyst (or others as assigned). These individuals will outline work assignments, educate on GIS, and review work. General job duties and specific tasks will prepare GIS Interns to successfully enter the workforce or continue their education upon graduation.

Ideally, Interns will work a maximum of 35 hours per week during summer or when not attending/in school. When attending classes, it's desired for intern to work a maximum of 24 hours per week.

Prerequisites & Qualities Sought:

- Currently pursuing or recently acquired a degree in a degree in GIS, Geography, or a related discipline with a strong focus in GIS
- Previous GIS coursework or one year of experience using ESRI software
- Ability to take direction and work independently, or as part of a team, to facilitate GIS/ACOPD goals and objectives
- Proficient in Microsoft Office
- Ability to communicate effectively both orally and written
- Hard work ethic, dependable and personable
- Enthusiasm about geo-spatial information

Preferred Qualities Sought:

- Demonstrates knowledge of ESRI ArcGIS software, including, but not limited to, editing data, creating data, modifying geographic data, and ESRI Toolsets
- Experience with data processing and management (DBF, spreadsheets, Access databases, geodatabases)
- Familiarity with ESRI ArcGIS Online and/or other web map services
- An understanding of cartographic principles, data management, and digital map production
- Additional experience with any associated ArcGIS and GPS equipment and software
- Interest in Planning
- Programming skills in relation to Arc GIS scripts and coding for analysis (such as Python scripting and ESRI's Model Builder) is desirable, but not required
- Familiarity with Adobe Products

Salary/ Benefits:

- At this time all GIS internship positions are paid.
- Positions open as needed; part-time or full-time positions are offered depending on schedule availability
- The intern position is temporary, and temporary positions are not eligible for County sponsored benefits
- Possible academic credit from educational institution
- If desired, contact information for a reference and recommendation letter maybe provided at the successful completion of internship. This letter will describe the accomplishments of the individual. and may serve as a letter of reference for future opportunities.



INTERSHIP PROGRAM DESCRIPTION

County internships have been offered for many years; nevertheless, the program has seen a great deal of change over the past few years. The GIS internship is new and now more of a professional educational program. The GIS Internship will help prepare students for the real world; whether working in public or private sectors.

Topics will cover during program:

- Data manipulation: creation, management (such as editing work. Flow, i.e. versioning), and updating information
- Map making: understanding and perfecting cartographic principals (such as labeling vs. annotation, and Symbology)
- Web Maps: creating interactive web map or applications
- Depending on need, other topics or projects an intern may encounter are: GPS/field experience, publications for the GIS Division (such as how-to guides and department newsletter articles), etc.

Goal of intern program:

The usage, capabilities, and accessibility of geographic information systems have increased rapidly in the past ten to fifteen years. By offering internship positions in GCDPCD, we hope to allow the opportunity for the office employees to share their skills and experience with the interns, while at the same time giving interns the opportunity to showcase their learned skills and knowledge; creating a two-way training opportunity for both the students interning and the office staff.

Previous Intern projects/ duties have included:

IMPORTANT

Program terms:

Time frames in which the GIS Division offers internships.

- An internship does not need to be for the full-time frames listed below.

Spring Internships: mid-January to end of April

Applications will be accepted for spring internship term until the second Friday in December

Summer Internships: mid-May to mid-August

Applications will be accepted for summer internship term until the second Friday in April

Fall Internships: mid-September to beginning December

Applications will be accepted for spring internship term until the second Friday in August



APPLICATION PROCEDURE

Procedure for applying for Internship:

1. Complete the attached Intern Application and submit application, letter of interest, and resume to the GCDPCD Administrative Assistant, contact below. Be certain to provide an academic point of contact if internship is to be used for accreditation.
2. In conjunction with the Planning and Community Development Directors and Human Resources Department, applicant will be contacted to schedule an interview.
3. Based upon position availability and interview's provided information, an internship position may be offered.
4. Prior to the start date of the internship, the intern and the Planning/Community Development Director, will jointly complete a volunteer agreement along with signing the program description, and a waiver and release of liability form.

Documentation can be submitted

Electronically to:

cbloom@co.greene.pa.us

Hard-copy to:

Greene County Department of Planning and Community Development

Attn: Connie Bloom

93 E. High Street, suite 212

Waynesburg, PA 15370

Question or concerns about the application process,
please contact GCDPCD at 724-852-5300

or

email Connie Bloom at cbloom@co.greene.pa.us

You can find out more information about the GCDPCD
by navigating to www.greencopcd.com



INTERN APPLICATION

Greene County Department of Planning and Community Development
93 E. High Street, Suite 212 Waynesburg, PA 15370
Phone: 724-852-5300 | Fax: 724-852-5372
www.greene.co.pa.us/GCDPCD

Name: _____ Date: _____
(Last) (First) (Middle Initial)

Local Address: _____

Cell Phone: _____ Alternative: _____

Email: _____

Hobbies, interests, skills, and past volunteer activities:

Position/Department or Services Desired:

_____ Availability to Volunteer or Intern:

Please mark the hours you wish to work under each day you are available. Greene County Offices are open 8:30am. - 4:30pm

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Example: 9-11am</i>	<i>Example: 12-4:30 pm</i>	<i>Example: 10-3:00pm</i>	<i>Example: 8:30-12pm</i>	<i>Example: 9-11am, 2-4pm</i>

Desired total number of hours per week: _____

Time Period Available: _____ to _____

Example: September 1st to December 5th

(If seeking academic credits) Number of hours required by academic institution: _____

Please attach/forward a copy of your semester class schedule.



EDUCATION

Academic institution attending/ most recently attended: _____

Address: _____

Degree Received/Major _____ Graduation Date: _____

List of licenses, certificates, and/or professional registrations (Include dates and numbers if applicable):

If seeking academic credits, the name and information of a school contact concerning internship:

Work History

List current and previous employers, *if applicable*:

Employers	Address & Phone Number	Nature of Work	Dates of Employment

References

Reference	Email Address & Phone Number	Relationship	Time Known
			Years: _____ Months: _____
			Years: _____ Months: _____
			Years: _____ Months: _____



Do you have relatives or cohabitants who are currently employed with the County of Greene?

Yes

No

If Yes, relatives or cohabitants name and department:

Have you previously worked, volunteered or interned for the County of Greene?

Yes

No

If Yes, department, position, and dates of employment:

Have you ever been convicted of a felony and/or misdemeanor?

Yes

No

If Yes, please give convicted offense(s), date, and jurisdiction:

(Prior convictions will not automatically bar an application from volunteer or intern services with County of Greene)

If applying for volunteer or intern services involving operation of a motor vehicle, do you hold a valid Driver's License?

Yes

No

**ALL VOLUNTEERS AND INTERNS MUCH AGREE WITH
THE FOLLOWING STATEMENTS AND SIGN BELOW**

I hereby certify that all questions are correctly answered. I authorize the Count/Court to contact my former employers, references and any other sources in order to verify facts and information furnished with regard to my character and qualifications. I further understand that the completion of this form does not guarantee a volunteer or intern position with the County/ Court, or obligate the Count/Court in any way. I further understand that any misleading or incorrect statement is cause for immediate dismissal.

Signature

Date



PERSONAL INFORMATION

Last Name		First Name		M.I	
Present Phone			Email Address		
Present Address					
City		State/Province		Zip Code	Country

EMERGENCY CONTACT

In case of an emergency, notify:

Name		Relationship		Home Phone		Work Phone	
Address							
City		State/Province		Zip Code		Country	

ACADEMIC INFORMATION

College/University Name				Major					
Dates Attended (mm/yy)				Graduation Date (mm/yy)					
Level:		Bachelor's		Master's		GPA Cum_____		GPA in Major_____	
Advisor's Name				Advisor's Email					



TECHNICAL ELECTRONIC SKILLSET

My technical electronic skillset includes an understanding of the following:

Microsoft Word	Proficient	Advanced	Knowledgeable	N/A
Microsoft Excel	Proficient	Advanced	Knowledgeable	N/A
Microsoft PowerPoint	Proficient	Advanced	Knowledgeable	N/A
Microsoft Access	Proficient	Advanced	Knowledgeable	N/A
Microsoft Publisher	Proficient	Advanced	Knowledgeable	N/A
Adobe Photoshop	Proficient	Advanced	Knowledgeable	N/A
Adobe Illustrator	Proficient	Advanced	Knowledgeable	N/A
Adobe InDesign	Proficient	Advanced	Knowledgeable	N/A
Adobe Dreamweaver	Proficient	Advanced	Knowledgeable	N/A
Adobe Muse	Proficient	Advanced	Knowledgeable	N/A
ArcGIS	Proficient	Advanced	Knowledgeable	N/A
Google Earth	Proficient	Advanced	Knowledgeable	N/A
Google Sketchup	Proficient	Advanced	Knowledgeable	N/A

Additional Programs:



ESSAY QUESTIONS

Please answer the following questions:

How did you find out about the GIS Internship Program? (Approx. 200 characters)

Describe why you believe you are a good fit for the program? (Approx. 200 characters)

What is your post-graduation goal/ plan? (Approx. 200 characters)

What are you hoping to get out of this program if you are accepted?
(Approx. 200 characters)