



City of Centerville Summer Internship – Planning/GIS Intern



The City of Centerville is accepting applications for a **Planning/GIS Internship** position to assist the Planning and GIS staff with field and office work in developing City databases, assisting in the preparation of drawings, databases, sketches, and maps. Responsible students pursuing a degree in geographic information systems, geography, planning, urban studies, civil engineering or a related field are encouraged to apply for consideration by **March 20, 2015**.

Planning/GIS Internship Position Responsibilities

The Planning/GIS Intern will be involved in planning, development, and engineering projects throughout the summer months. Duties will include creating GIS layers for all city-approved special uses (variances, conditional uses, etc.); assisting with Safe Route to Schools program; assisting with procurement and management of Stubbs Park Disc Golf Course installation; and processing zoning applications for fences, sheds, etc. Other internship duties may include presentation graphics, writing reports, and using GIS in a municipal government environment. Position requires basic-to-intermediate knowledge of GIS Software.

The GIS intern will work a flexible schedule (up to 32 hours/week) during the summer months, with a maximum of 384 total hours. Students working on a bachelor or post-graduate degree in planning or a related field are eligible to apply for consideration and should do so as soon as possible. The pay rate for this position is \$10.00 per hour.

Application Process

Submit an application for consideration to the physical or email address listed below by **Friday, March 20, 2015**. Applications may be obtained in person or online at www.centervilleohio.gov under human resources. Seasonal positions are not eligible for benefits. Finalists are subject to a pre-employment background check. EOE.



City of Centerville
Human Resources Department
100 West Spring Valley Road
Centerville, OH 45458

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