



# Delaware County Regional Planning Commission

109 North Sandusky Street  
P.O. Box 8006, Delaware, Ohio 43015  
740-833-2260 [www.dcrpc.org](http://www.dcrpc.org)  
Scott B. Sanders, AICP *Executive Director*



## GIS Intern

The Delaware County Regional Planning Commission is accepting applications for a part time (20 hours min. /40 hours max.) GIS/Planner Intern. The GIS/Planner Intern is responsible for planning data creation and updating. In addition, this position is staff for all planning and GIS activities.

Applicants must meet the following requirements:

- ◆ High school diploma and a student in a participating graduate or undergraduate college student in a GIS related program (computer science, geography, planning [preferred], engineering, etc.) and one year of computer related experience;
- ◆ Competent to create documents in Microsoft Word, Excel, and Power Point;
- ◆ Conversant with GIS technology and familiar with and able to do basic functions in ArcGIS 10.x or ArcView 3.x. Ability to communicate effectively, both orally and written; and
- ◆ Proficient in prioritizing, organizational skills and time management.

Responsibilities for this position includes, but not limited to:

- ◆ Collect, code, prepare and perform quality control on graphic features and associated tabular information;
- ◆ Digitize, edit and code graphic information according to pre-defined schema provided by the GIS Analyst/Manager staff member;
- ◆ Utilize custom menus and software to perform interactive file manipulations;
- ◆ Perform all other work assigned by the GIS Analyst / Manager; and
- ◆ Assist in planning and administration functions as assigned by the Executive Director.

### Physical Effort and Work Environment

- ◆ Physical requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds;
- ◆ Physical Activity: The physical activity of this position is lifting, manual dexterity, talking, hearing, walking, crouching, reaching and repetitive motion;
- ◆ Visual Activity: The minimum visual activity of the job is close to the eyes; and
- ◆ Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

Pay is \$10- \$14.00 per hour depending on qualifications.

E-mail resumes with three references to: [ssanders@co.delaware.oh.us](mailto:ssanders@co.delaware.oh.us) or contact Scott Sanders, AICP, Executive Director, Delaware County Regional Planning Commission, 109 N. Sandusky Street, Delaware, OH 43015, telephone 740-833-2260. Please see our web site at [www.dcrpc.org](http://www.dcrpc.org).

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