

## THE DEPARTMENT

As a division of the General Services Department, the Geographic Information Systems division is responsible for the development, access, maintenance, and distribution of GIS data, technology, and mapping services to all city departments.

## THE COMMUNITY

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

## COMPENSATION

**\$11.65 - \$14.17 Per Hour**

**No Benefits Provided**

## THE SELECTION PROCESS

The qualifications of each applicant, as set forth in the employment application will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

## TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at [www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov). Applications are also available at the **Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566**. Incomplete applications will not be accepted. Postmarks will not be accepted.

*All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.*



*Announces*  
**EMPLOYMENT  
OPPORTUNITY FOR**  
**Geographic  
Information  
Systems Intern**

**PART-TIME TEMPORARY  
POSITION**

**\$11.65 - \$14.17 Per Hour**

**Close Date: Open Until Filled**

[www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov)

## THE POSITION

*(This is a temporary, part-time position, 20-32 hours per week)*

This position requires the ability to assist the GIS Coordinator and GIS Technicians in performing a variety GIS maintenance activities using ESRI suite of software, and to assist I.T. staff with providing computer hardware, software and technical support to various divisions within the City. The position requires a self-motivated individual who learns quickly, who is able to assume increasing responsibility, and who is willing to perform routine tasks in order to gain a working knowledge of the City's G.I.S and I.T. systems.

Typical duties may include:

- ❖ Preparing, Creating, Editing, or Printing GIS maps based on existing datasets, such as street center lines, access ramps, easements, assessor parcels, utilities, orthophotography, and weed abatement, utilizing ArcGIS 9x, or other ancillary GIS software on a windows OS.
- ❖ Creating, modifying, and maintaining of GIS datasets, databases, and associated metadata, either manually or through geoprocessing tools.
- ❖ Data Entry: Entering, updating, and editing of attribute values for GIS

data, and spreadsheet manipulation and formatting.

- ❖ Performing PC replacements, basic desktop technical support.

## THE IDEAL CANDIDATE

The “ideal” candidate will have knowledge or experience with:

- ❖ Geographic information systems or computer-aided drafting
- ❖ ArcGIS Desktop 10x and extensions. 3D Analyst, Network Analyst, or Spatial Analyst, and some experience with their use.
- ❖ Principles of cartography, engineering, surveying, drafting, GPS, or computer graphic design

The “Ideal” candidate will have Skill to:

- ❖ Create maps and exhibits as needed by City departments, partners, and the public.
- ❖ Collect, post-process/correct, and convert to GIS- physical infrastructure features of the City using GPS.
- ❖ Compile spatial data pertaining to the City datasets and related mappable information.

- ❖ Follow procedures carefully and with attention to detail and possess strong oral and written communication skills.
- ❖ Utilize MS Office Products including Word, Excel, PowerPoint, and Outlook.
- ❖ Organize a production schedule, be able to work independently and meet schedules.
- ❖ Work alternate shifts, unusual hours, and occasionally outdoors.

## EDUCATION AND EXPERIENCE

- ❖ Any combination of college course work or experience equal to two years in Geography, Engineering or Geographic Information Systems

## REQUIREMENTS:

- ❖ California Driver's License with a good driving record
- ❖ Willing to commit to the position for one year.

