

Worcester County Job Opportunities

DEPARTMENT: DEVELOPMENT REVIEW & PERMITTING

JOB TITLE: GIS INTERN

COMPENSATION: \$16.00 PER HOUR/MAX. 160 HOURS/PART-TIME/TEMPORARY

JOB LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE W. MARKET ST. SNOW HILL, MD

WORK SCHEDULE: 8:00AM TO 4:30PM MONDAY TO FRIDAY, IN THE OFFICE

APPLICATION PERIOD: UNTIL FILLED

JOB DESCRIPTION: Located in the Worcester County Department of Development, Review and Permitting, the GIS internship is a temporary entry-level position. Primary duties will include: data management and creation, data gathering, analysis upon request, and other projects related to spatial systems. This individual reports to the Technical Services Manager and ultimately under the direction of the Director of Development, Review, and Permitting.

DUTIES AND RESPONSIBILITIES:

- Perform professional level work in the GIS Field.
- Develop and update various maps for exhibits, reports and meeting at different scales and layouts through the use of GIS/ desktop software (ArcGIS).
- Work with staff on the development and maintenance of GIS data in the Counties' geodatabase.
- Read and interpret legal descriptions to accurately create and edit GIS data.
- Collects GIS related data in the field.
- Operates computer hardware and software, collects and develops digital spatial data, maintains the spatial databases, and the production of GIS products.
- Assists in the design, development and creation of databases, maps and other related projects.
- Project development with appropriate supervision (able to accept a project independently and in a team work environment, design methodology to complete project, and produce final product(s)).
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Comply with safety programs, procedures training, fire drills, COOP plans, etc. and work safely.
- Ensure confidentiality of information and records and comply with record retention schedule.
- Adhere to Worcester County Government Personnel Rules & Regulations.
- Perform other related duties as assigned by the Technical Services Manager and the Director.

QUALIFICATIONS AND SKILLS:

- Must be a Worcester County resident to qualify for the Coastal Careers Internship Program.
- Hours shall be coordinated with the Director and scheduled in advance, during normal business hours, Monday – Friday, excluding holidays. All work shall be completed in the office, with the exception of data collection in the field.

- Must be a student or graduate of an accredited degree program in Geography, Cartography, Natural Resources, Computer Science, Planning, Environment Science or a related field.
- Experience using ESRI Software.
- Working knowledge of editing using ArcGIS Pro.
- Knowledge of ArcGIS Online.
- Knowledge of ArcGIS Field Maps.
- Knowledge in topology, geoprocessing, and editing functions desirable.
- Fundamental knowledge and skill in the operation of GIS equipment, including computer hardware, plotter/printer setup, GPS.
- Desire to learn new skills related to GIS development including computer hardware, software, extensions.
- Establishes and maintains effective working relationships with employees, associates, government officials and the general public.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

The work is performed both indoors and outdoors. Light Work: Constant viewing, hearing, talking, sitting, standing; Frequent walking and pushing, pulling, lifting and moving of objects up to 10lbs; Rarely up to 25lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.