



LEE COUNTY, GEORGIA

Classification Specification

GIS INTERN

FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to compile, organize, input, verify, and report spatial information and to provide customer service and routine technical support to users.

Essential Functions:

Assisting with evaluating 911 addresses to prepare for new software

Collect, prepare, digitize utility data into ArcGIS software

Observe and participate in GIS work conducted in a professional environment

Learn and practice skills valuable in geospatial professions

Participate with GIS process to include data creation, maintenance and analysis

Provide support to technical staff members as needs

Produce & maintain maps in ArcGIS Pro and ArcGIS Online

Support GIS team in spatial data analysis and visualization

Collaborate with team members to develop and implement GIS projects.

Assist in troubleshooting and maintaining GIS applications and tools.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Pursuing an undergraduate degree in geography, geographic information systems, IT, Computer Science or a related field is preferred.

Demonstrates a strong work ethic, passion, tenacity and a positive attitude. Results-driven and customer service focused.

Excellent time management, decision making and interpersonal communication skills

Strong analytical and problem-solving skills.

Must be available for 15 hours a week during the summer June – August 2025

Must be able to pass a multijurisdictional background check

Specific Licenses or Certifications Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve

some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as {delete all that do not apply}dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire,

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.