



## RACINE COUNTY ECONOMIC DEVELOPMENT CORPORATION JOB DESCRIPTION

Job Title: GIS and Research Intern  
Reports to: Brownfield Redevelopment and Research Specialist  
Updated By: Laura Million, Business Development Manager  
Update Date: May 1, 2017  
Approved By: Jenny Trick, Executive Director

### **SUMMARY**

The GIS and Research Intern supports RCEDC's Business Development staff in facilitating business investment and growth in Racine County through research and map development activities. Primary responsibilities include assembly and analysis of economic data specific to Racine County and the design and preparation of graphic representations of Geographic Information Systems (GIS) data using ESRI software application. Under the general supervision of the Brownfield Redevelopment and Research Specialist, the essential duties of the intern position are described below.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and maintain databases, applications and custom templates.
- Data collection, creation, manipulation and interpretation to model development recommendations.
- Create technical and story maps using ArcGIS.
- Conduct research and analysis of datasets obtained from multiple sources and create finished products.
- Work directly with customers and team members to create, edit, research, evaluate, analyze, and fuse reporting from multiple sources and datasets to produce current and finished maps and other products.
- Prepare and present analysis to customers and advising key leadership of issues and challenges as appropriate.
- Assist in the development and documentation of analytical procedures, development and maintenance of geospatial databases.
- Maintain GIS and data content on company web site and other systems and maintain a GIS Program Binder documenting the procedures involved in completing assigned duties.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Education:

- Working toward an undergraduate degree in Geography, Planning, Economics or other related field with a GIS certificate or specialty.

### Certificates:

- Valid driver's license with verification of appropriate insurance coverage.

### Experience:

- Ability to locate public available data, analyze the data, formulate conclusions and provide information to decision makers;
- Possess strong problem solving, critical thinking, and communication skills;
- Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals, such as public officials, staff, and business owners, as well as with the general public.
- Computer skills in: Word, Excel, research databases, and willingness to learn other propriety software as needed;
- Experience in working with ESRI GIS software and ESRI Business Analyst software.
- Knowledge of Adobe Design Software and MS Access is a plus but not necessary.

### Equipment:

- Operate a variety of office machines and equipment to include computer, scanner, fax machine, telephone, copy machine and calculator.

### Environment:

- Typical inside, air-conditioned office environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Physical Demands:

- Some standing, walking, sitting, stooping;
- Some kneeling, crouching, balancing and bending/twisting;
- Some lifting, carrying, pushing/pulling to a maximum of 25 pounds;
- Sitting for long periods of time;
- Fine motor skills;
- Tolerance of noise and odors from various office machines.