



Job Title:	Geographic Information System (GIS) Interns 2 Positions Available	Level / Salary Range:	Internship \$18.00/Hour
Department:	Yamhill County Public Works Department	Travel Required:	Yes – Within Yamhill County Boundaries
Office Location:	2060 NE Lafayette Avenue McMinnville, Oregon 97128	Position Type:	Part Time 20-40 Hours / Week
Date Posted:	April 24, 2023	Posting Expires:	May 14, 2023
Position Duration:	May to August 2023	Start Date:	May 24, 2023
Supervisor(s):	YCPW Director and YCPW Vegetation Management Supervisor		
External Posting URL:	TBD		
Internal Posting URL:	TBD		

Send Applications To Michelle Hubbard:

EMAIL:

hubbardm@co.yamhill.or.us
Subject Line: GIS Internship Application Letter

MAIL:

Yamhill County Public Works Department
2060 NE Lafayette Avenue
McMinnville, Oregon 97128

Job Description

ROLE AND RESPONSIBILITIES:

Yamhill County Public Works Department (YCPW) initiated a Roadside Vegetation Inventory in 2016 that uses GIS (ESRI software) for collecting data and photos on features pertaining to roadside vegetation management. These features include areas with erosion to restore, significant native plant species to protect, and invasive plants to control. The information is used by YCPW for setting priorities and making management decisions, as well as for public education and outreach. The two interns will cooperate as partners on most tasks, manage their schedules and share tasks to ensure that all are completed by the end of the project period. Responsibilities include:

- Drive selected County roads, collect data and create layout maps of sites with management issues, using ESRI Software, including ArcGIS Online, ArcGIS Field Maps, and ArcGIS Pro. Data is collected both from the vehicle and on foot.
- Take high quality photos of the features mapped. Optimize and upload photos to Google Photos.
- Monitor Special Maintenance Zones that include native plant protection areas and invasive plant treatment areas. Assist with restoration projects, including planting and weed control work.
- Maintain and manage the Google and ESRI databases (with supervisor oversight).
- Use Google programs including Google Photos, Slides, Sheets, Drive, etc. to share information and work together remotely.
- Write and revise instructions documents for Roadside Vegetation Inventory tasks and procedures.
- Create an educational slide show that presents the significant findings for the season, with data analysis, maps, photos and other relevant information.
- Present findings to YCPW personnel and to the Roadside Vegetation Management Technical Advisory Committee at the end of the internship period.



QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Completion of at least one college level course in GIS, and/or equivalent training or experience using ESRI software.
2. Training or education in botany, agriculture, forestry or other natural resources related field.
3. Interest in native and invasive plants, and ability to recognize common Willamette Valley plant species.
4. Ability to create high quality plant and landscape photography.
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to work both independently and as a team.
7. Ability to manage time and meet project deadlines.

PREFERRED SKILLS AND QUALIFICATIONS:

- Field or work experience using GIS ESRI software – especially ArcGIS Online, Field Maps (formally called Collector), and ArcGIS Pro.
- Field experience identifying plant species.
- Interest in invasive species control and willingness to occasionally use mechanical (hand-pulling) or chemical (spot-treatment with herbicide) methods to control invasive plants.
- Experience working in collaborative environments.
- Laptop with ability to download ArcGIS Pro (Windows operating system).
- Smart phone or camera with GPS capability.

BENEFITS:

- Experience working in local government and using GIS to solve real-world issues.
- Competitive hourly wage.
- Flexible work schedule.
- Equipment provided by YCPW, including: iPads for collecting data, a vehicle for field work, and one laptop computer available for use in office during work hours.
- Contact with skilled professionals in natural resources, networking connections for the future.

TO APPLY:

Please email or mail the following:

- Your **resume** with up-to-date contact information.
- A **letter of interest** explaining why you want the position and a summary of your qualifications. Specifically address each of the seven qualification requirements listed in this posting.
- A **list of appropriate courses and/or experience** (courses taken in GIS, botany, agriculture, or natural resources, and/or your relevant work experience related to those topics).
- **At least two names, with phone number and email address, of references.**

See the section above for the address to send your application materials. If you chose to mail your application materials, please ensure that they will arrive by the posting expiration date.