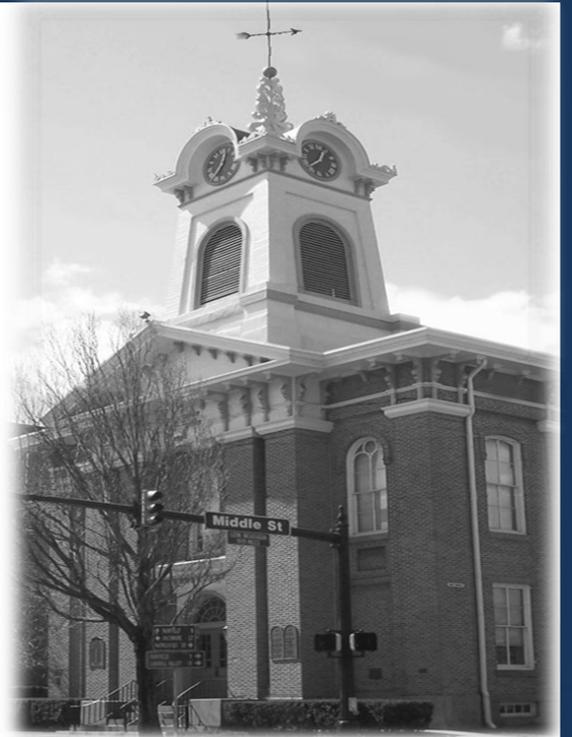


ADAMS COUNTY *GIS INTERNSHIP PROGRAM*

Adams County, Pennsylvania has a current population of approximately 101,000 residents. The County seat is located in the Borough of Gettysburg; a historic urban town and situated within an hour of the Harrisburg and Baltimore/Washington Metropolitan areas. Adams County Office of Planning & Development (ACOPD) consists of three divisions; Comprehensive Planning, Rural Resources, and GIS. The departments primary responsibility is to undertake plans and projects that enhance the physical and social character of our communities; while concurrently creating, maintaining and supplying information and resources that assist in plans and policies for traditional physical planning and urban design solutions as well as, agricultural, cultural, and open space preservation programming.

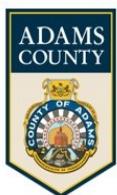


The GIS Division of ACOPD is seeking a highly motivated undergraduate and/or graduate student with a concentration in GIS, geography, or a closely related field, to intern for our ambitious and skilled department.

Reasons to complete an internship with Adams County GIS:

- *Develop professional skills*
- *Gain in-depth experience working with relevant geo-spatial data*
- *Opportunity to explore specific career fields*
- *Contribute to the community*
- *Gain the benefit of working with a multi-division department in a local government setting*
- *Obtain practical and professional experience in the GIS field of study*
- *Potential to earn academic credit from your institution*
- *Expand upon existing classroom experience and knowledge*
- *Gain insight on the inner workings of local government*

Interns will have the opportunity to work in the GIS Division of the Planning & Development Office. Under supervision, Interns will participate in a variety of functions ranging from maintenance on Adams County GIS data, to data collection/creation, to field work. GIS Interns work under the direction of the GIS Manager and GIS Analyst (or others as assigned). These individuals will outline work assignments, educate on GIS, and review work. General job duties and specific tasks will prepare GIS Interns to successfully enter the workforce or continue their education upon graduation.



Office of
**PLANNING and
DEVELOPMENT**

ACOPD: GIS DIVISION INFORMATION

The Geographic Information Services (GIS) Division of the Adams County Office of Planning & Development serves as the repository for the County's digital data and GIS web applications. The Adams County GIS Division was created in the early 1990's. It has progressed from primarily creating and maintaining hard-copy maps to performing advanced data analyses, online interactive applications, and providing vital GIS data and services to County departments, outside organizations/agencies, and the general public.

The GIS Division acquires, maintains, and distributes the spatial data used by County Departments, municipalities, agencies, and the public. The GIS Division aims to eliminate data redundancy and provide accurate information, efficient services, support, and opportunities for Adams County.

Besides the Planning & Development Office, the following departments also use GIS:

- Tax Services
- Emergency Services
- Conservation District
- Land Conservancy
- Courts/District Attorney

GIS services and data is given to other agencies and organizations, including:

- Local Municipalities
- Surveyors and Engineers
- Land Developers and Realtors
- Property Owners
- Law Enforcement
- State and Local Agencies
- Event Coordinators/Planners

CONTACT INFORMATION

Lisa Angstadt, *GIS Manager*
langstadt@adamscounty.us

Or

Alicia Paulus, *GIS Analyst & GIS Intern Coordinator*
apaulus@adamscounty.us

Adams County Office of Planning & Development: GIS Division
670 Old Harrisburg Rd, Suite 100
Gettysburg, PA 17325
Phone: 717-337-9824 | 717-337-9827
Hours: Monday thru Friday 8:00 am - 4:30 pm
<http://www.adamscounty.us/Dept/Planning/GIS>

JOB DESCRIPTION

GIS Intern (Planning Office)

Interns will have the opportunity to work in the GIS Division of the Planning & Development Office. Under supervision, Interns will participate in a variety of functions ranging from maintenance on Adams County GIS data, to data collection/creation, to field work. GIS Interns work under the direction of the GIS Manager and GIS Analyst (or others as assigned). These individuals will outline work assignments, educate on GIS, and review work. General job duties and specific tasks will prepare GIS Interns to successfully enter the workforce or continue their education upon graduation.

Ideally, Interns will work a maximum of 35 hours per week during summer or when not attending/in school. When attending classes, it's desired for intern to work a maximum of 24 hours per week.

Prerequisites & Qualities Sought:

- Currently pursuing or recently acquired a degree in a degree in GIS, Geography, or a related discipline with a strong focus in GIS (e.g. Geo-Environmental Science, Planning, Computer Science, Engineering, etc.)
- Previous GIS coursework or one year of experience using ESRI software (ArcMap, ArcCatalog)
- Ability to take direction and work independently, or as part of a team, to facilitate GIS/ACOPD goals and objectives
- Proficient in Microsoft Office
- Ability to communicate effectively both orally and written
- Hard work ethic, dependable and personable
- Enthusiasm about geo-spatial information

Preferred Qualities Sought:

- Demonstrates knowledge of ESRI ArcGIS software (10.x), including, but not limited to, editing data, creating data, modifying geographic data, and ESRI Toolsets
- Experience with data processing and management (DBF, spreadsheets, Access databases, geodatabases)
- Familiarity with ESRI ArcGIS Online and/or other web map services
- An understanding of cartographic principles, data management, and digital map production
- Additional experience with any associated ArcGIS extensions (Spatial Analyst, 3D Analyst, ArcGIS Server, etc.) and GPS equipment and software
- Interest in Planning
- Programming skills in relation to ArcGIS scripts and coding for analysis (such as Python scripting and ESRI's ModelBuilder) is desirable, but not required
- Familiarity with Adobe Products (InDesign, Illustrator, PhotoShope, etc.) and programs such as SketchUp and CommunityViz

Salary/Benefits:

- At this time all GIS internship positions are unpaid.
- Positions open as needed; part-time or full-time positions are offered depending on schedule availability
- The intern position is temporary, and temporary positions are not eligible for County sponsored benefits
- Possible academic credit from educational institution
- If desired, contact information for a reference and recommendation letter maybe provided at the successful completion of internship. This letter will describe the accomplishments of the individual. and may serve as a letter of reference for future opportunities.

INTERNSHIP PROGRAM DESCRIPTION

GIS internships have been offered for many years; nevertheless, the program has seen a great deal of change over the past few years. The internship is now more of a professional educational program. The GIS Internship will help prepare students for the real world; whether working in public or private sectors.

Topics will cover during program:

- Data manipulation: creation, management (such as editing workflow, i.e. versioning), and updating information
- Map making: understanding and perfecting cartographic principals (such as labeling vs. annotation, and Symbology)
- Web Maps: creating interactive web map or applications
- Depending on need, other topics or projects an intern may encounter are: GPS/field experience, publications for the GIS Division (such as how-to guides and department newsletter articles), etc.

Goal of intern program:

The usage, capabilities, and accessibility of geographic information systems have increased rapidly in the past ten to fifteen years. By offering internship positions in ACOPD, we hope to allow the opportunity for the office employees to share their skills and experience with the interns, while at the same time giving interns the opportunity to showcase their learned skills and knowledge; creating a two-way training opportunity for both the students interning and the office staff. It's the GIS Division's aspiration to continuing to raise the bar in terms of their capabilities and responsibilities.

Previous Intern projects/ duties have included:

- Coordinating and leading field collection of data such as inlets and discharge points (i.e. storm drains) and Veteran burial sites for the entire County of Adams
- Visually inspect and updating hydrologic shapefile layers, to assist with the Rural Resource Division's LESA Program and mapping purposes.
- Develop Websites and online mapping applications
- Geo-referenced historical aerial photograph
- Develop scripts to assist in data management

★IMPORTANT★

Program terms:

Time frames in which the GIS Division offers internships.

- An internship does not need to be for the full time frames listed below.

Spring Internships: mid January to end of April

Applications will be accepted for spring internship term until the second Friday in December

Summer Internships: mid May to mid August

Applications will be accepted for summer internship term until the second Friday in April

Fall Internships: mid September to beginning December

Applications will be accepted for spring internship term until the second Friday in August

APPLICATION PROCEDURE

Procedure for applying for Internship:

1. Complete the attached Intern Application and submit application, letter of interest, and resume to the GIS Intern Coordinator (see contact information below). Be certain to provide an academic point of contact if internship is to be used for accreditation.
2. In conjunction with the GIS Manager and Human Resources Department, applicant will be contacted to schedule an interview.
3. Based upon position availability and interview's provided information, an internship position maybe offered.
4. Prior to the start date of the internship, the intern and the GIS Coordinator/GIS Manager, will jointly complete a volunteer agreement along with signing the program description, and a waiver and release of liability form.

Documentation can be submitted:

Electronically to:

apaulus@adamscounty.us

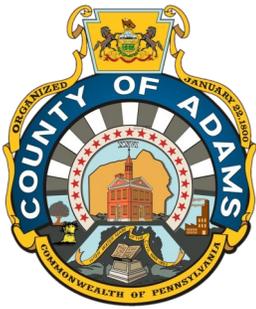
Hard-copy to:

Adams County Office of
Planning and Development
Attn: Alicia Paulus
670 Old Harrisburg Rd, Suite 100
Gettysburg, PA 17325

Question or concerns about the application process,
please contact Alicia Paulus at 717-337-9824 or apaulus@adamscounty.us

You can find out more information about the
County of Adams by clicking on the
Adams County Seal image link on the left or by
navigating to <http://www.adamscounty.us>





INTERN APPLICATION

County of Adams - Planning and Development
670 Old Harrisburg Rd, Suite 100; Gettysburg, PA 17325-2313
Phone: 717-337-9824 | Fax: 717-334-0786
www.adamscounty.us

Date: _____

Name: _____
(Last) (First) (Middle Initial)

Local Address: _____

Cell Phone: _____ Alternative: _____

Email: _____

Hobbies, interests, skills, and past volunteer activities:

Position/Department or Services Desired: _____

Availability to Volunteer or Intern:

Please mark the hours you wish to work under each day you are available. County of Adams Offices are open 8am - 4:30pm

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Example: 9-11:30 am</i>	<i>Example: 10-3:00 pm</i>	<i>Example: 9-11:30 am</i>	<i>Example: 10-3:00 pm</i>	<i>Example: 9-11:30 am</i>
				<i>Example: 1:30-4:30 pm</i>

Desired total number of hours per week: _____

Time Period Available: _____ to _____

Example: September 1st to December 5th

(If seeking academic credits) Number of hours require by academic institution: _____

Please attach/forward a copy of your semester class schedule.

Education

Academic institution attending/most recently attended: _____

Address: _____

Degree Received/Major: _____

Graduation Date: _____

List of licenses, certificates, and/or professional registrations (Include dates and numbers if applicable):

If seeking academic credits, the name and information of a school contact concerning internship:

Work History

List current and previous employers, *if applicable*:

Employers	Address & Phone Number	Nature of Work	Dates of Employment

References

Reference & Company Name	Email Address & Phone Number	Relationship	Time Known
			Years: _____ Months: _____
			Years: _____ Months: _____
			Years: _____ Months: _____

Do you have relatives or cohabitants who are currently employed by the County of Adams?

Yes

No

If Yes, relatives or cohabitants name and department:

Have you previously worked, volunteered, or interned for the County of Adams?

Yes

No

If Yes, department, position, and dates of employment:

Have you ever been convicted of a felony and/or misdemeanor?

Yes

No

If Yes, please give convicted offense(s), date, and jurisdiction.:

(Prior convictions will not automatically bar an application from volunteer or intern services with the County of Adams)

If applying for volunteer or intern services involving operation of a motor vehicle, do you hold a valid Driver's License?

Yes

No

ALL VOLUNTEERS AND INTERNS MUCH AGREE WITH THE
FOLLOWING STATEMENTS AND SIGN BELOW

I hereby certify that all questions are correctly answered. I authorize the Count/Court to contact my former employers, references and any other sources in order to verify facts and information furnished with regard to my character and qualifications. I further understand that the completion of this form does not guarantee a volunteer or intern position with the County/Court, or obligate the Count/Court in any way. I further understand that any misleading or incorrect statement is cause for immediate dismissal.

Signature

Date