



## Geographic Information Systems (GIS) Intern County of Los Angeles Chief Executive Office | Office of Emergency Management



**Job Function:** Geographic Information Systems

**Hours Per Week:** Up to 20 hrs. during school and up to 40 hrs. during school breaks

**Salary Level:** Unpaid

**Location:** 1275 N. Eastern Ave. Los Angeles, CA 90063

### **Description:**

The County's Office of Emergency Management (OEM) is seeking a GIS Intern to join our team. This position will be working with OEM's GIS Team which contributes to the County's emergency plans and plays a pivotal role during regional emergencies.

Work in this role will involve collecting GIS data in the field, digitizing, updating attribute data, and creating maps and mapping applications. The work schedule for this internship is flexible. The schedule will be between 7:30 a.m. and 6:00 p.m. Monday through Friday.

Additional details will be provided during the interview process.

### **Potential tasks and projects include, but are not limited to:**

- Create and edit/update geographical data;
- Research GIS solutions for specific project needs;
- Publish various map layers as services in ArcGIS Online; and
- Assist GIS staff with creating map products, web maps and web apps for internal and/or public audience.

### **General Qualifications:**

Applicants must be volunteers or students at a vocational program, job readiness program, or an accredited college or university with at least a 2.0 semester/quarter Grade Point Average (GPA). The ideal applicants are students pursuing a GIS degree or certification.

### **GIS Qualifications:**

- An intermediate understanding of the Esri software suite (i.e. ArcGIS Desktop Advanced, ArcMap, ArcCatalog, ArcGIS Pro and ArcGIS for Server/ArcGIS Enterprise);
- Experience publishing content to ArcGIS Online and/or ArcGIS Portal (creating web maps and web applications);
- Experience designing, creating, and maintaining spatial datasets, as well as conducting simple analyses;
- Familiarity with Python script and other scripting languages;
- Familiarity with ModelBuilder, Data Driven Pages, and Map Series;
- Excellent written and verbal communication skills;
- Strong organizational skills and attention to detail; and
- Ability to work independently with minimum supervision, as well as be part of a team.

Interested? Please contact Rob Barreras ([rbarreras@ceooem.lacounty.gov](mailto:rbarreras@ceooem.lacounty.gov) | 213.503.2938)