



LEE COUNTY GOVERNMENT
Department of Human Resources
P.O. Box 398, ATT: Human Resources
Fort Myers, FL 33902
(239) 533-2245

<http://www.leegov.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
GIS HIGH SCHOOL INTERN
Community Development/Zoning Department
Location: 1500 Monroe Street, Fort Myers**

EOE/At-Will/Veteran's Preference

Job #: 04341LF
Job Type: Internship
Salary: \$10.00 /Hour

DATE OPENED: 11/07/17

CLOSING DATE: Continuous

THE POSITION

This is a part time internship position within the Department of Community Development-Zoning of Lee County Board of County Commissioners. This position will assist with the implementation, operation, and maintenance of the County's Geographic Information System (GIS). The intern will work closely on a team working on GIS mapping, geo-referencing, and GIS database updates and maintenance. At the end of the internship, the student will have learned professional office skills, geographic information system software data collection and reporting, various database management techniques, and operation of various office equipment.

DUTIES AND RESPONSIBILITIES

- Utilize ESRI ArcMap software to set up project documents and other functions
- Work on various datasets to create layers and maps
- Monitor, review, verify, and prepare information, reports, maps and correspondence
- Geo-reference and build custom map layers
- Enter basic property legal descriptions using ArcMap "Traverse" tool
- Extract data from GIS database upon requests
- Update and maintain GIS data and maps
- Performs other related duties as assigned

REQUIREMENTS

- Must be a current Lee County high school student in either the 11th or 12th grade.
- Complete the online application
- Submit current high school transcripts
- Submit 3 Letters of Recommendations (educators, coaches, clergy members, or former employers)

SUPPLEMENTAL INFORMATION

- Work hours and day are flexible
- This is a part time position with no more than 20-25 hours a week
- Must have reliable transportation

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.leegov.com>

OR

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GIS HIGH SCHOOL INTERN Supplemental Questionnaire

- * 1. Please provide your cumulative G.P.A.?

- * 2. When is your expected date of graduation?

- * 3. Please describe why you are interested in an Internship with Lee County.

- * 4. Please list your extracurricular activities and describe your role in each, emphasizing leadership responsibilities.

- * 5. Please list the time periods and days of the week in which you are able to work.

- * Required Question