Job Description

Job Title: Student Intern U PT/Graduate Intern U PT – GIS and Database Information Systems
Job ID: 4550
Full/Part Time: Part-Time (10-30 hours/week)
Regular/Temporary: Temporary
Compensation: Undergraduate: 10.83-15.44/hr Graduate: 13.99-20.66/hr
Duration: Minimum of one semester, maximum of two years
Work Site: 1404 Mabury Road, San Jose, CA 95133
Closing Date: February 10th, 2017

About the Department

The City of San José, the Capital of Silicon Valley, is one of the nation's best managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect and Celebration.

The City's Department of Transportation is seeking an individual whose values align with the values of the City's employees.

As an intern, you will gain high level exposure to the breadth of local government work while enjoying the benefits of professional training and interaction with key City staff at all levels and areas of expertise. You will develop proficiency in teamwork within a group of highly-skilled professionals of diverse specialties.

Position and Duties

The City of San Jose Department of Transportation is currently recruiting to fill one information systems Student Intern Position (Undergraduate/Graduate) in the Infrastructure Maintenance Division. This position provides support to the Maintenance Assessment Districts, Landscape Services, Street Sweeping, Weed Abatement, Sewers, Pavement, and Streetlight maintenance programs. The work requires a highly motivated and energetic individual. Typical duties include performing a variety of GIS and database management work of varying difficulty under the immediate supervision of a city Geographic Systems Specialist.

The ideal candidate will have a high level of skill with ArcGIS and Microsoft Excel. Familiarity with ArcGIS Online, ArcGIS Server, Microsoft Access, Salesforce, and Knack are helpful and otherwise will be taught. The candidate should also have an aptitude with spatial reasoning, cartographic principles, web design, database design, mobile devices, scanning and printing hardware, and the ability to analyze data and produce reports. Familiarity with programming and scripting languages including Python, Java, Apex, and Javascript are helpful and can be taught depending on the candidate's interest.

The essential duties of this Intern position in the Infrastructure Maintenance (IM) Division may include but are not limited to:

-Managing data from the City's various maintenance databases (upkeep of database, entering new inventory, history, and condition information).
-Support day to day maintenance, analysis, mapping and application support for the Infrastructure Maintenance Division.
-Assisting with the development, programming, and migration of database systems.
-Providing senior staff with cartographic products for meetings or reports.
-Aid staff with technical support and provide training if needed.
-Assist in the collection, management, and maintenance of geographic data, both in the field and from the office.
-Prepare reports from existing databases.
-On-screen digitizing of GIS data.

Routine responsibilities include the following:
-Performs input of monthly water billing information into database
-Performs input of monthly pesticide and fertilizer usage into database
-Scans engineering plans for staff into digital files for archiving.

This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

Minimum Qualifications

Any combination of training and experience equivalent to:

EDUCATION: Successful completion of high school, General Education Development (G.E.D.) Certificate, or California Proficiency Certificate AND CURRENT ENROLLMENT at the time of application and during the term of employment in an accredited college or university is required. A background in information science, computer science, mathematics, geography, general engineering, and software engineering or closely related field is HIGHLY DESIRABLE.

EXPERIENCE: No minimum requirement.

LICENSES: Possession of a valid Class C driver's license authorizing operation of a motor vehicle in the state of California is required.

EMPLOYMENT ELIGIBILITY: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor.

Competencies

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

- Job Expertise - Ability to analyze data and produce reports; Ability to learn GIS/GPS software to compile and present information geospatially; High level understanding of computer operational systems and database design; Knowledge of spatial database applications and GIS technology desirable;

-Communication Skills- communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

- Computer Skills - experience with common business computer applications including but not limited to: MS Outlook, MS Word, MS Access, and MS Excel. Understanding of relational database management systems is desirable. An aptitude to use computer applications to perform essential reporting is required, as are data management and inventory/materials estimation tasks.

- Customer Service - approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

- Decision Making - identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

- Reliability - completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

-Team Work & Interpersonal Skills- demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

-Constructive Energies -A demonstration of energy and drive that comes from within, and a willingness to approach all aspects of work with a generally positive attitude. The inclination to take appropriate action rather than waiting to be told what to do. Examples of Constructive Energies include but are not limited to: Honesty, Integrity, Empathy, Dedication, Proactive, Respectful, Confidence, Ethical, and Willingness to help others.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume, and answers to the job-specific questions.
Only those candidates whose backgrounds best match the positions will be forwarded to the interview phase of the selection process, which may include a practical.

You will be prompted to answer the following job-specific questions IN DETAIL in the online application process:

1. Do you possess a high school diploma or a General Educational Development (GED) Certificate or a California Proficiency Certificate?

2. Are you currently enrolled in an accredited college or university with a concentration or coursework in geography, information science, computer science, mathematics, general engineering, software engineering or closely related field? If yes, list the college or university name and location, major, units and any degrees earned.

3. Do you possess a valid driver's license authorizing operation of a motor vehicle in the State of California?

4. Please select your proficiency level with MS Excel: EXPERT- could teach others how to use and understand principles of Visual Basic for Applications (VBA), HIGHLY PROFICIENT- comfortable with more complex aspects & features of program, PROFICIENT able to use basic features of program only, NONE - no experience. If you have Excel experience, provide a brief justification for your self-assessment.

5. Please select your proficiency level with ArcGIS and other ESRI products: EXPERT- could teach others how to use ArcMap, HIGHLY PROFICIENT- comfortable with more complex aspects & features of program, PROFICIENT able to use basic features of program only, NONE - no experience. If you have ArcGIS and other ESRI product experience, provide a brief justification for your self-assessment.

6. Do you have any experience with database design or web applications? If yes, please explain what applications you used and describe your experience.

7. Do you have any exposure to programming or scripting languages? If yes, please list the name of the language and describe your experience.

8. Have you had a time when you were assigned a task or assignment not in your area of expertise at school or at work? If yes, describe the steps you took to accomplish the task. What lessons did you take away from the experience?

9. Do you consider yourself able to work independently and under your own initiative? If yes, please describe a specific experience or project in which you discovered a problem and took steps to solve that problem, detailing the decisions you made and the outcomes.

You must answer all job-specific questions in order to be considered for these vacancies or your application will be deemed incomplete and withheld from further consideration.

Application Instructions

Submission of a resume is optional. The Education History and Work History sections of the application MUST BE COMPLETED or the application will be considered to be incomplete and may be withheld from further consideration.

If you are attaching a resume, please do not attach zip files.

E-mail is the default method of communication with applicants. Before you begin your application, make sure your applicant ¿profile¿ includes a current email address and phone number to ensure that you receive timely notification regarding your application status. APPLICATIONS WITHOUT EMAIL ADDRESSES AND PHONE NUMBERS CANNOT MOVE FORWARD. It is also recommended that you adjust any spam filters to ensure that you can receive e-mails from @sanjoseca.gov. Answers to frequently asked questions can be found at http://www.sanjoseca.gov/FAQ.aspx?QID=734.

The application deadline is 11:59 PM on the final filing date. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application.

To apply, please send your resume and answers to the above questionnaire via email to Joel Clark at the City of San Jose joel.clark@sanjoseca.gov by 2/10/17.