



Coastal Bend Council of Governments
2910 Leopard Street, Corpus Christi Tx, 78408
361-883-5743 | <https://coastalbendcog.org/>

CBCOG Title: 9-1-1 Network GIS Intern
Hourly Rate: Up to 19 hours per week at \$20.00 USD per hour
Department: 9-1-1 Network
Reports to: 9-1-1 Program Director
Open until filled:
All applications will be reviewed upon receipt.

The GIS (Geographic Information Systems) Intern is expected to perform associated job duties such as the following:

1. Data Collection and Management
 - a. Assist in the collection and organization of geospatial data from various sources such as field notes from addressing agents, appraisal districts and other datahubs
 - b. Perform data entry, cleaning and quality control procedures
 - c. Help maintain data integrity and ensure accuracy to remaining compliant with CSEC standards and guidelines for GIS
2. Mapping and Visualization
 - a. Assist in creating maps for the 9-1-1 network, Coastal Bend Council of Governments Emergency Preparedness, and other departments under the CBCOG umbrella
 - b. Georeferencing existing plats and maps
 - c. Understanding legal descriptions and tracing out metes and bounds if needed
3. Spatial Analysis
 - a. Understanding the reports and summaries when submitting data and the impact it would hold on the 9-1-1 network
4. GIS Project Support
 - a. Collaborate with the 9-1-1 department to support ongoing GIS projects
 - b. Contribute to the creation of project documentation and reports
5. All other duties as assigned from the GIS Administrator or 9-1-1 Program Director

Qualifications

- Basic understanding of GIS principles, concepts and software tools (ArcGIS, ArcMap, ArcPro, etc.)
- Familiarity with geospatial data formats (shapefiles, geodatabases, raster datasets)
- Proficiency in Microsoft Office Suite
- Strong analytical and problem-solving skills
- Attention to detail and organization abilities
- Effective verbal and written communication skills
- Ability to work independently and as part of a team
- Willingness to learn and adapt to new technologies and methodologies



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This job description in no way states or implies these are the only duties. The intern of CBCOG will be required to follow any other job-related instructions from other directors. All duties and responsibilities are essential job functions. This document when signed does not create an employee contract, implied or otherwise, other than the acknowledgement of responsibilities for the position

Intern Printed Name & Signature

Date

Supervisor Printed Name & Signature

Date