

Position Description

Job Title:	RSI- Geographic Information System (GIS) Technician Intern	Revision Date:	5/1/24
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Chris Park
Hourly Rate:	\$18.00/hour	Application deadline:	Open Until Filled
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

Philadelphia Parks & Recreation (PPR) is made up over 300 neighborhood parks, recreation centers, and playgrounds as well as over 272 miles of trails. The Planning, Preservation Property Management (PPPM) provides the GIS support for all divisions of PPR.

PPPM is seeking a self-motivated and organized seasonal Recreation Specialty Instructor (RSI) to serve as a GIS Technician Intern to provide GIS technical support and assistance. Tasks will include data creation and maintenance, geostatistical queries, and data visualization through hardcopy/digital maps. The position will require attention to detail, ability to comprehend historical and legal documents for use in translating legal descriptions and will provide technical support for web maps and apps developed by the GIS team. Ideal candidates will have working knowledge of creating and editing feature geometry, updating attribute information, geocoding, and utilizing queries to filter data.

The position will have a Monday – Friday schedule. This position reports to the GIS Coordinator at Philadelphia Parks & Recreation (PPR).

Responsibilities

- Digitize features from aerial and street imagery.
- Create feature through geocoding addresses or geographic coordinates.
- Input and update feature geometry and attribute information.
- Research historical and legal documentation to identify necessary updates.
- Create maps/slides/images for presentations and internal use.
- Provide technical support to end users for ArcGIS Online web maps and apps.
- Utilize queries to provide geostatistical data to subject matter experts.

Competencies, Knowledge, Skills and Abilities

- Intermediate knowledge of Geographic Information System (GIS).
- Knowledge of ArcMap 10.x.
- Knowledge of ArcGIS Pro 2.x.
- Knowledge of Microsoft Office and Microsoft 365 programs, especially Microsoft Excel.
- Excellent oral and written communication skills.

Qualifications (Education and Experience)

- Currently enrolled or completed course work in Geographic Information Systems (GIS).
- Certificate or Baccalaureate degree from an accredited college or university, which has included course work in Geographic Information Systems (GIS) is preferred.
- Preferred: Experience with ArcGIS Online, Collector, Field Maps, ArcMap 10.x, ArcGIS Pro 2.x, and Survey 123.
- Preferred: Valid PA driver's license.

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to **Chris.Park@Phila.gov**
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr @phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>