



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	City of Redmond
Street Address	716 SW Evergreen Ave
City, State Zip Code	Redmond, Oregon 97756
Web Site	http://www.ci.redmond.or.us/internet/index.php

Description of Organization: Brief summary of organization and work environment. (No more than 100 words)

The City of Redmond, Oregon, incorporated on July 6, 1910, is located on the eastern side of Oregon's Cascade Mountain Range, and is considered the geographical heart of Central Oregon. The City of Redmond is the operator of the region's only commercial airline service airport, Roberts Field. Redmond is a progressive full-service municipality and is considered one of the fastest growing industrial and residential communities in the State of Oregon, currently hosting a population of 21,109 residents. The City of Redmond has a Council / Manager form of government. The Council consists of six members serving 4-year terms, and a Mayor serving a 2-year term. The City Manager serves at the pleasure of the Council. The nine Department Directors report to, and are supervised by, the City Manager.

Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

GIS Intern

Provides technician-level support for a multi-departmental Geographic Information System (GIS). Use GIS and GPS technology to develop, maintain and enhance Public Works infrastructure GIS data.

- Ø Develop and maintain Public Works GIS infrastructure datasets using ArcGIS and AutoCAD software.
- Ø Develop and maintain Public Works/Transportation Division Street Sign and Pole GIS dataset.
- Ø Use Pathfinder Office GPS software to develop data dictionary for collection GPS data.
- Ø Collect Street Sign and Pole inventory data using Global Positioning Satellite (GPS) equipment.
- Ø Import GPS data into existing geo-database or shapefile formats using GIS and GPS office software.
- Ø Provide project progress reports Sign and Pole inventory to City GIS staff.
- Ø Maintain metadata for GIS data.
- Ø Create and edit Public Works related GIS maps.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required:

Currently enrolled in GIS, Engineering, Geography, or related courses with plans to enroll in classes fall of 2008. Basic knowledge of the principles of Geographic Information System (GIS) theory and application. Basic knowledge of the principles of Global Positioning Systems (GPS) theory and application. Thorough understanding of the Windows operating system environment and the ability to function and interface with Windows based software.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 20-30

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes <input checked="" type="checkbox"/>	Hourly Wage: \$12/hour	Stipend:
No <input type="checkbox"/>		

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

<input checked="" type="checkbox"/> E-mail cover letter and résumé to site supervisor	
Other: call or e-mail Brandon Linville to request application	Application Deadline: April 11, 2008

Contact Information

Site Supervisor	Brandon Linville
Title	
Work Phone	541-923-7725
E-mail Address	brandon.linville@ci.redmond.or.us