



McHenry County
CONSERVATION DISTRICT

Job Opportunities Bulletin

JOB TITLE: GIS Seasonal
STATUS: Full-time, seasonal
LOCATION: Ringwood, IL
SALARY: \$8.50 per hour

JOB OVERVIEW:

The McHenry County Conservation District is currently seeking a seasonal worker to assist the GIS Specialist for 16 weeks with digitizing and entering data into GIS databases and other relevant work duties at Glacial Park starting in early May or June of 2012.

JOB RESPONSIBILITIES:

Primary duties include: digitizing and entering management data into GIS databases and georeferencing historical aerial photographs. May also assist in: scanning photographs and other documents, editing metadata, creating maps, web mapping, and basic data analysis. Outdoor activities may include collecting field data using a GPS.

QUALIFICATIONS:

Qualifications for this position include:

- GIS training and/or experience equivalent to one semester of introductory GIS, with coursework or experience relating to biology or natural resource management.
- Working knowledge of GIS using ESRI's ArcGIS software (version 10 preferred).
- Proficiency in Microsoft Word, Microsoft Excel, and in using GPS units.
- The ability to work on computers for long periods of time.
- Ability to receive direction and work independently.
- Ability to focus on and complete tasks with attention to detail and organization.

WORKING CONDITIONS:

Work involves occasional heavy lifting (up to 30 lbs). Prolonged periods of time spent sitting. Applicant will usually work independently or with GIS Specialist. Requires a sighted individual to digitize paper maps.

WORK PERIOD: 16 weeks beginning on or around 5/14/2012. 40 hour work week Monday through Friday usually 7:00a.m. to 3:30 p.m.

CLOSING DATE FOR APPLICATION: April 6th, 2012

APPLICATIONS & RESUMES SUBMITTED TO: McHenry County Conservation District, Attn: HR, 18410 U.S. Highway 14, Woodstock, IL, 60098. For questions, call 815-338-6223 ext 237.