

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

Position Title:	Data Collection Intern
Reports To:	Data and Technology Manager
Supervises:	None
FLSA Status:	Nonexempt
Pay Grade:	1

### **General Duties:**

The Data Collection Intern will collect and analyze field data for urban planning projects.

### **Specific Duties and Responsibilities:**

- Take and record measurements and photos in the field
- Perform quality assurance to ensure data accuracy
- Clean, map, and analyze datasets to prepare them for planning applications

### **Required Knowledge, Skills, Characteristics and Abilities:**

- At least one year of progress toward a degree in Urban Planning, Geography, or a related field
- Basic understanding of Geographic Information Systems (GIS) and spatial data
- Attention to detail and ability to work independently in an outdoor setting
- Valid driver's license

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 30% of the work week.
- Walking/standing in an outdoor environment 70% of the work week.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

**Competencies:**

- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Advance level knowledge of spreadsheets, databases, and report generating

**Work Environment:**

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Field work will be performed in an outdoor setting.
- Frequent near-vision use for reading and computer work

**Disclaimer:**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_