Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Software Development Intern

Reports To: Data and Technology Manager

Supervises: None

FLSA Status: Nonexempt

Pay Grade: 1

General Duties:
The Champaign County Regional Planning Commission seeks a Software Development Intern to develop online tools and applications.

Specific Duties and Responsibilities:
• Work with staff to develop and extend data-driven web sites, tools, and applications
• Create and maintain tests to ensure application functionality
• Write documentation, train users, and provide technical support

Required Knowledge, Skills, Characteristics and Abilities:
• At least two years of progress toward a degree in Computer Science or a related field, or equivalent work experience
• Advanced JavaScript or Python skills
• Experience with relational databases and web frameworks like Django and Express
• Basic understanding of Geographic Information Systems (GIS) and spatial data
• Knowledge of version control systems like Git
**Essential Functions:**

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

- Sitting/standing at a desk approximately 90% of workweek.
- 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.
- 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 ______________