

## **Muskegon County Urban Safety Corps: County of Muskegon - Information Technology, GIS Specialist**

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Muskegon County's Urban Safety Corps is seeking to fill several full time AmeriCorps member positions. The Urban Safety Corps is located within various sites in Muskegon County, with program oversight provided by the Muskegon County Land Bank Authority. The program is working to implement initiatives to increase public safety by decreasing victimization and increase community awareness in the urban core neighborhoods in Muskegon County. The interventions employed by the program are intended to reduce blight, support community by promoting communication among residents/organizations, and engage volunteers from across Muskegon County neighborhoods to stimulate not only service but national service as well.

This member position will create and maintain Geographic Information Systems (GIS) related data within Muskegon County's Enterprise GIS, ensuring adherence with established standards and procedures. Member will assist in reviewing legal property descriptions and the creation, analysis, and production of variety of maps and GIS datasets to correlate and map out communities incorporated with the Urban Safety Corps.

**Member Duties:** Create maps and graphs using GIS software and related equipment; meet with users to define data needs, project requirements, required outputs, and develop applications; conduct research to locate and obtain existing databases; gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS; compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photos, and existing maps; enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales; analyze geographic relationships among varying types of data; prepare metadata and documentation; operate and maintain GIS system hardware and software; move, copy, delete, and add files, drawing, and maps to output reports in hard copy or electronic transfer; present information to users and ask questions; retrieve stored maps; make connection and assist with visualization of Compstat data to GIS mapping; participate in and help coordinate AmeriCorps community projects.

**Program Benefits:** education award upon successful completion of service (\$5,730), a modest living allowance (\$12,630), assistance accessing health care and child care, and professional development.

**Terms:** permits attendance at school during off hours, permits working a job during off hours, own transportation recommended but not required. Must pass background check, be at least 18 years of age, and be a U.S. citizen.

**Service Area(s):** some fieldwork in the County of Muskegon, main workstation located in the Muskegon County Governmental Complex.

**Ideal Skills:** knowledge of personal computing systems, GIS software, and business application software in a network environment, knowledge of standard record keeping systems, skill in drawing and maintaining GIS data within ESRI GIS software platform, public speaking, ability to do detailed work repetitiously, ability to complete work –related duties and responsibilities under the pressure of a fixed

schedule and deadline; ability to perform standard mathematical computations accurately, leadership, conflict resolution, community organization, teamwork

**Program Start/End Date:** October 16, 2017 – August 31, 2018

**Term of Service:** 1700 hours

**Work Schedule:** Monday – Friday generally with Saturday event(s) occasional; generally 8:00 a.m. - 5:00 p.m., monthly meetings that may occur in the evening.

**Education Level:** Bachelor's Degree or equivalent from accredited college or university with a certificate/degree in geography, geographic information systems, computer science or related field, OR possess an Associated Degree or equivalent from an accredited college or university with a certificate/degree in geography, geographic information systems, computer science, or related field AND minimum of two years work experience using ESRI's ArcGIS Software.

**How to apply:** please submit resume to Amanda Grover at [groveram@co.muskegon.mi.us](mailto:groveram@co.muskegon.mi.us), call with questions: 231-724-6154