

March 9, 2018



# JOB POSTING

Geographic Information Systems (GIS)  
Summer/Seasonal Intern

The Village of Howard is seeking an intern to work in our GIS Division.

This is a summer/seasonal position with an emphasis on GIS, engineer as-builts and computer related work. Majority of the work will be in an office environment with some field work later in the summer. Education or experience in GIS or computer info systems is preferred.

GIS related tasks may include:

- Organizing/assigning engineer as-builts to the village online GIS app/portal
- Updating the traffic sign and street name sign photo inventory
- Converting archived data from old/outdated media to modern storage formats
- Scanning paper documents into LaserFiche, a document imaging system

The starting pay rate for this position is \$9.25 per hour with no benefit package. Hours of operation are typically Monday-Friday, 7:00am to 3:30pm, May through August. Schedule may be flexible, depending on needs.

Interested persons can obtain an application at the Village of Howard website [www.villageofhoward.com](http://www.villageofhoward.com) or in person at the Howard Public Works Facility, 1336 Cornell Rd. (Applicants must be 18 or older)

Please send a completed application to:

**Geoffrey Farr, P.E., Director of Public Works**

1336 Cornell Rd.

Green Bay, WI 54313

Email: [gfarr@villageofhoward.com](mailto:gfarr@villageofhoward.com)

The Village of Howard is an Equal Opportunity Employer, and does not discriminate on the basis of any class identified in Section 111.31, Wisconsin Statutes.