

# GIS Division Intern

<b>Division/Unit:</b> Geographic Information Systems (GIS) Division	<b>Supervisor:</b> Carlin Andrus
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergraduate or graduate student – Geography, geographic information systems, emergency management, urban planning, or computer science background preferred.
<b>Background on Project:</b> <p>The New York City Office of Emergency Management (OEM) relies on accurate geographic information for virtually all of its emergency response and planning operations. Through its Geographic Information Systems (GIS) division, OEM can map and access data — from flood zones and local infrastructure to population density and road closures — before, during, and after an emergency.</p> <p>The NYC OEM GIS Division seeks to expand upon the current catalog of prepared map resources available to OEM emergency managers for emergency planning, response and recovery. Leveraging a wide range of existing data sets, prepared maps will be generated for key transportation hubs, public venues, and jurisdictional areas based on themes identified by the Operations Division and emergency plans. A range of products will be created, including detailed large format maps, screen resolution formats optimized for display in the Emergency Operations Center, as well as a catalog of ArcMap .mxd files to be used for map updates and automated web mapping applications. In addition to generating map products, the project seeks to add value to current data sets by integrating optimal oblique angle imagery for key locations throughout the city. A catalog of high resolution images will be captured and organized for use in ArcGIS and OEM web applications.</p>	
<b>Description of Project/Intern Responsibilities:</b> <ul style="list-style-type: none"> <li>• Produce high quality map products utilizing existing GIS data sources</li> <li>• Maintain an organized file structure for all files used in production</li> <li>• Make informed recommendations for improving map templates for ongoing maintenance of map products and for use within automated map generation applications</li> <li>• Identify and report on suspected data errors encountered during production</li> <li>• Capture and organize oblique angle Pictometry imagery for specific locations using Pictometry ESF 2.7 software and other image management software as necessary</li> <li>• Meet or exceed production schedule deadlines and report progress as required</li> <li>• Provide assistance with other special projects as needed</li> </ul>	

**Requirements/Special Skills Needed:**

- High proficiency in using ESRI ArcGIS 9.x or 10.0 desktop applications
- High proficiency in creating and using GIS data sets
- Strong background in cartography
- Strong organizational skills and attention to detail
- Good working knowledge of Microsoft Excel, PowerPoint, and Access
- Good oral and written communication skills
- 15-20 hours a week for spring 2011 semester

This is an unpaid internship.

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Mail to: HR Coordinator  
NYC Office of Emergency Management  
165 Cadman Plaza East  
Brooklyn, NY 11201