



The Association of Monterey Bay Area Governments (AMBAG) invites applications for the position of:

GIS and Planning Intern

This Position is Open Until Filled

AMBAG's mission is to provide strategic leadership and services to analyze, plan, and implement regional policies for the benefit of the cities and counties of Monterey, San Benito and Santa Cruz. Balancing local control with regional collaboration, AMBAG was organized in 1968 and formed as a Joint Powers Authority (JPA). It is governed by a twenty-four member Board of Directors comprised of elected officials from each city and county. AMBAG is the region's federally designated Metropolitan Planning Organization (MPO) and a Council of Governments (COG) for Santa Cruz and Monterey Counties.

Among its many functions, AMBAG is responsible for developing the region's Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP), and the Regional Travel Demand Model (RTDM). AMBAG also prepares the region's regional housing, population and employment forecasts. These forecasts are utilized in a variety of regional and jurisdictional plans. Funding for the organization comes primarily from federal and state grants. A small, but critical component of AMBAG's funding is derived from annual member dues. Membership and participation in AMBAG is voluntary.

The Position

Under close supervision, assist in the performance of technical and administrative duties related to the functions of the organization and projects/programs to which assigned.

Job Responsibilities

- Learn policies, procedures and techniques specific to area of current or past projects/studies.
- Performs tasks that are valuable and necessary to the assigned department, such as, computation, programming/scripting/coding, and GIS data analysis.
- Assists in research, analysis, review and other related activities in the Planning and GIS department.
- Gains practical experience in the professional and technical field of study.
- Collects, analyzes, maintains, and prepares GIS data for AMBAG's data clearinghouse.
- Responds to GIS data requests, prepares maps, and GIS data analysis as required.

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- Performs related duties as assigned.

Experience and Qualifications

Numerous factors contribute to an individual's ability to be successful in any given role.

- Completed minimum of three years towards a bachelor's degree in a discipline related to the field of planning or similar (land use/ environmental planning/ natural resources/ computer science/ geography/ social science/ GIS).
- Demonstrated proficiency of ArcGIS software 10.8 or newer, and ability to use software in job related tasks.
- Strong written and oral communication skills, and ability to comprehend/and or write complex documents/reports/correspondence.
- Strong computer skills in areas such as data analysis, specifically Microsoft Excel; and knowledge of Microsoft Word, Microsoft Access, PowerPoint, and Microsoft Outlook.
- Ability to document all methodology and provide summarized spreadsheets of analysis performed.
- Ability to speak effectively before groups and/or employees of organization/jurisdictions.
- The ability to work well independently and in a team environment.
- Ability to maintain confidentiality.
- Programming skills in relation to ArcGIS scripts and coding for analysis such as Python is desirable, but not required.

Compensation

This is a part-time position; the successful candidate will work between ten and nineteen hours per week. The hourly rate ranges between \$14.99 to \$20.17.

How to Apply

We encourage all interested candidates to apply for this position by completing an AMBAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application, but are not a substitute for this document. Any employment package where an AMBAG Employment Application form is incomplete or missing will not be considered.

The Employment Application can be downloaded in **PDF** format from the AMBAG website (www.ambag.org). Alternatively, a copy can be requested by calling (831) 883-3750 or emailing info@ambag.org. Completed applications and related materials can be submitted via e-mail, fax, regular mail, and courier or delivered by hand. For submittals via e-mail, please use subject line: GIS & Planning Intern.

Candidate Selection and Notification

Applications will be reviewed and evaluated and the best qualified candidates will be invited to continue in the selection process.

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