

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-018-FCPM-GIS Database and Metadata Creation

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

GIS database and metadata creation.

In order to better manage our inventory of assets, NYC DOT is looking for an intern to assist in the creation of a MS Access database. This database should allow users to enter data into MS Access via the use of customized forms, and should also allow users to retrieve data via customized reports. Additionally, GIS datasets will need to be maintained for use in the database. Maintenance of these datasets is crucial, particularly because with the passage of time it is easy to forget critical attribute information such as attributes type, the data source, time of last update, and the method of calculation. There is potential, if all QAQC duties are fulfilled, for the aide to possibly progress to building models using Modelbuilder or Python.

POSITION TITLE (Max characters 100)

College Aide

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Duties: Creating forms and reports in MS Access; correcting errors in shapefile geometry and attribute data; updating or creating metadata associated with the shapefile; updating or creating dictionaries to give users more information as to the type of data stored in each attribute column, including definition of acronyms or numerical IDS and a description of the methodology used to calculate the information. If time allows, the aide may progress into GIS model creation using Modelbuilder or Python.

The student will learn how to create and maintain a robust MS Access database of mapped assets that will support the decision-making process of the end users. The student will learn how to create and maintain metadata, data dictionaries, and how to perform quality control and quality assurance on Geographic Information System datasets. There is potential to learn how to create using Model Builder and/or Python if time allows.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Undergraduate or Graduate Student
Major: Geography/GIS/Computer Science or related field
MS Access or other Database Management Systems, Writing, Technical Writing, GIS. Python and ArcGIS
Modelbuilder a plus.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.55-14.15 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

While school is in session, the College Aide is asked to work 17 hours a week. We will work with your schedule. While on summer break, the student is asked to work up to 35 hours a week. We do not work evenings or weekends.