

## Census Data & GIS Intern – City of Hoboken

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The City of Hoboken Department of Community Development seeks a highly motivated intern to assist with special planning, research and GIS tasks. Primarily, the intern will assist the City in preparing for the US Census Bureau's Local Update of Census Addresses (LUCA) submission. In addition to LUCA, the intern will assist Department staff with GIS tasks, including data development, maintenance, and collection, as well as developing a web mapping portal for the City.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### I. Census Data & LUCA:

The primary task of the Census LUCA intern will be to validate residential building addresses by conducting field work and through other research methods. The intern will be provided with a list of addresses; by conducting site visits and reviewing other data sources, the intern will need to systematically document information associated with each address and enter that information into an address database. Responsibilities will include:

- Complete training from the US Census Bureau's online LUCA resource center.
- Review and analyze multiple databases and data sources with street address information.
- Convert, edit, update or create geographic datasets as necessary in ArcGIS, Microsoft Excel, and software provided by the US Census Bureau. Address data must be formatted to conform to Census address reporting requirements.
- Collect and validate data by conducting field work to catalogue the location of housing units and living quarters; may include field data collection using Global Position System (GPS) equipment.
- Accurately interpret aerial and street view imagery.
- Develops documentation and quality control procedures, standards and metadata; reviews new and existing data for accuracy, quality and completeness.
- Prepare deliverables (data, maps and related files) that will be submitted to the Census Bureau.
- Continually update City Planning Staff on tasks and progress.

*More information about the U.S. Census Bureau's LUCA program:*

The LUCA review process provides government entities a once-a-decade opportunity to review, update, correct and comment on the Census Bureau's residential address list for their jurisdiction, prior to the decennial census. A complete and accurate address list will ensure that a 2020 census survey will be mailed to every living quarters/housing unit in Hoboken. This important task directly affects the Census Bureau's ability to accurately capture demographic data, and in turn, directly affects federal funding that is allocated to the City of Hoboken. Census data also plays an invaluable role in informing the decisions of governments, businesses, and non-profits in wide-ranging areas of community development, education, agriculture, energy, transportation, environmental programs, and many others.

Responsibilities will include:

## **II. GIS and Web Mapping:**

The intern will assist the City in GIS data creation and editing, as well as developing a web mapping portal that will allow internal and external users to see a wide variety of information such as: land use and zoning, tax assessor data, school information, parks and recreation amenities, demographics, development applications and building permits, street closures, and other City characteristics. The maps and web applications developed by the intern will allow users to view, query, analyze and print City GIS data. Responsibilities will include:

- Create interactive web maps and applications using the City's ArcGIS Online portal
- Create and edit spatial and non-spatial GIS data sets, perform analysis and data conversion
- Collect data using GPS equipment, mobile units, digitizing off aerial photos, and transcribing from hard copy documents into GIS.
- Ensure the accuracy and completeness of digital GIS maps and datasets.
- Continually update City Planning Staff on tasks and progress.

### **REQUIRED QUALIFICATIONS:**

**Education:** Candidate must be enrolled in an accredited college/university program working towards a degree in GIS, Engineering, Community & Regional Planning, Sociology, Economics, Public Administration, Geography, or related field. Completion of at least one course in GIS course work in GIS required. One year of experience creating maps and performing spatial analysis using GIS software is highly desirable. Candidates enrolled in a Master's Program will be given preference.

The candidate must be able to sign a confidentiality agreement to view Census address data, which is covered by Title 13, U.S.C.

### **Skill/Abilities:**

- Experience with ArcGIS Desktop, 10.x (ArcMap) and/or ArcGIS Pro 2.x, ArcGIS Online; Microsoft Excel, Word, and PowerPoint
- Experience with a scripting language like Python is a plus
- Strong research and analysis skills; Ability to conduct independent research;
- Strong writing and presentation skills
- Ability to conduct field verification of addresses
- Interest in community planning
- Self-motivated, work independently with minimal supervision, detailed oriented, and have excellent communication skills

**WORK SCHEDULE & COMPENSATION:**

**Schedule:** 15-25 hours per week

**Pay rate:** \$15/hour

**Application deadline:** May 29, 2018

**Start Date:** Week of June 4<sup>th</sup>

Please send resume and cover letter to:

Michael Kraus  
Human Resources  
City of Hoboken  
Department of Community Development  
94 Washington Street  
Hoboken, NJ 07030

Please indicate available start date and desirable work schedule in cover letter.