



CITY OF EUCLID
PLANNING AND DEVELOPMENT DEPARTMENT
585 EAST 222ND STREET
EUCLID, OHIO 44123

2023 CSU Levin College Internship Posting City of Euclid: Zoning Division – GIS Intern

The City of Euclid, Ohio, seeks a qualified, energetic candidate to join the Department of Planning and Development team as an intern, for either Spring 2023 or longer in alliance with a successful candidate's goals.

About the City of Euclid

Euclid, Ohio is an inner-ring suburb of Cleveland and home to just under 50,000 people. Our City follows a parallel “legacy city” pattern to Cleveland’s – of industrial growth catalyzing a population peak following World War II (and a correlating housing boom), followed by several decades of financial and population decline. In recent years, the City has won attention for pioneering lakefront redevelopment projects, trail and green infrastructure projects, vacant property reintegration through the Land Bank Purchase Program, and an increased emphasis on diversity.

Duties

Duties primarily include supporting the work of the Department of Planning and Development largely through the Department Director and Zoning Commissioner.

Specifically, goals within the Zoning Division include:

- Expanding the use of data analytics and GIS to promote development in the City in accordance with the Master Plan and Zoning Code and to assist stakeholders, citizen’s groups, and government officials in mapping City assets and opportunities for community-driven planning efforts;
- Working closely with other departmental and City staff to coordinate, strategize, and achieve development goals as outlined by the “Euclid Master Plan;”
- Provide assistance in short and long-term plans including the preparation of studies, reports, and recommendations to achieve the City’s goals for development;
- Assist with maintaining the database of the City’s Land Bank inventory; and,
- Create, maintain, and update in a timely manner the GIS data system, including, but not limited to:
 - Converting existing historical records into GIS data using ArcGIS Online, ArcMap, and/or ArcGIS Pro, and applying acceptable industry-standard GIS practices;
 - Identify and investigate missing, incomplete, and/or inaccurate information;
 - Add/edit spatial & tabular data to GIS databases; and,
 - Collect and edit field data using GPS units and tablets via the ArcGIS Field Maps mobile application.

- Perform geographic data processing and analysis, raster/image analysis and classification, and, geospatial modeling and quality control;
- Provide support and documentation as required, including generating maps or authoring reports;
- Collaborate with the Manager on the creation of requests for qualifications/proposals for a variety of professional services and projects; and,
- Perform other related tasks and duties as assigned.

Eligibility

Current Undergraduate *or* Graduate students actively enrolled at Cleveland State University's Levin School of Urban Affairs.

Compensation

A stipend will be provided for the internship.

Internship Timeframe

Spring Internship, January – May 2023 minimum. A longer duration, such as a full-year commitment, is encouraged depending on the applicant's academic schedule. Internship hours are in person, 16 hours per week. Days and hours are negotiable within standard City business hours to best accommodate a candidate's schedule.

Application Instructions

Email a statement of goals (and/or cover letter) and resume to smuscatello@cityofeuclid.com

Other Relevant Information

It is the policy of the City of Euclid to seek the best-qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner that will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.