



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Department of Natural Resources		BU:
Division: Entomology & Plant Pathology, MIS, Communications, Fish & Wildlife	Section/District:	
Job Title: DNR - Application Developer		Job Code:
Working Title (if different from above):		
Reports To: Division director Entomology and/or MIS		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose of the position is to work on a project to aid the Division of Entomology & Plant Pathology and Indiana Invasive Species Council in the development of a nursery inspection program to interface with Digital Field Data Recorders and the development of a webpage for the Indiana Invasive Species Council on DNR's Invasive Species Webpage. The position would be exposed to four DNR Divisions - Entomology & Plant Pathology, Fish & Wildlife, Communications and Management Information Systems

Essential Duties/Responsibilities:

Employee works with four Divisions as a technical expert in design, development, coding, testing, and debugging new application software or enhancements to existing application software. Employee typically reports to Application System Analyst and Programming Supervisor and/or higher level staff Employee would also report and interact with other Division's personnel to develop and implement the project.

Representative duties include:

- Acts as a technical expert in design and development of new application software or significant enhancements to existing application software;
- Develops, codes and debugs new application software or make significant enhancements to existing application software according to general direction;
- Tests and debugs new and existing application software with general direction, generating comprehensive unit and system test data, and validating test results;
- Assists in developing system test plan for complex applications;
- Develops comprehensive system test plan on less complex applications;
- Uses case tools and/or application development software tools;
- Provides complete documentation for new or enhanced application software;
- Develop problem solutions or application software enhancements within defined scope;
- Monitors completed application software system to ensure proper execution and performance;
- Performs related duties as required..

Job Requirements:

- Intermediate knowledge of application development software languages;
- Intermediate knowledge of policies, standards, procedures, and techniques used to for application development;
- Intermediate knowledge of application software tools;
- Knowledge of business application within scope of the work assigned;
- Knowledge of information technology equipment, operation, and capabilities;
- Knowledge of application software flow;
- General knowledge of new system design techniques;
- Ability to communicate effectively, both orally, and in writing;
- Ability to understand and resolve problems with application software.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Work is broad in scope requiring extensive judgment in adopting techniques to meet the information technology requirements, specifications, standards, and procedures of a complex enterprise wide system. Work involves interacting with several employees in the development and implementation of the project

Responsibility:

Work has a direct influence and impact on the agency's ability to successfully administer the business operation to achieve agency mission, policy, or practice.

Technical instruction is generally not needed, however employee may seek guidance when unique problems arise. Work is reviewed for adherence to deadlines and attainment of objectives.

Personal Work Relationships:

Works mainly with information technology staff, but will also have contact with personnel from other departments or divisions to receive information required to complete assignments.

Physical Effort:

Office work. No field work anticipated.

Working Conditions:

Work in Department of Natural Resources on 2nd floor of Government Center south No field work anticipated.



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Employee Name: N/A		
Agency: Dept. of Natural Resources		BU: 300
Division: Water	Section/District: Resource Assessment Section/Central Office	
Job Title: DNR - Water Resource Assessment Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Jerry Unterreiner, Section Head, Resource Assessment Section		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose of the position is to serve at a senior level in a technical section of the Division of Water in the Department of Natural Resources performing advanced environmental work with both technical and administrative responsibilities as they relate to evaluation of the groundwater resource of the state.

Essential Duties/Responsibilities:

The essential duties/responsibilities of the position are to identify through a classification system groundwater susceptibility to contamination throughout the state. The position serves as the project manager and works in cooperation with federal, state, local, educational, and other entities to determine the most effective and efficient methods to prepare a comprehensive groundwater vulnerability to contamination assessment for Indiana. The environmental manager evaluates technical reports, including computer modeling; analyzing complex data for reliability and interpretation for scale of relevance. The project manager prepares detailed reports and maps for publication, and will organize meetings with other professionals, and give presentations.

Job Requirements:

A scientific or engineering major is preferred for this position. Proficiency in data analysis, technical writing, and public interaction are required. Attention to detail, flexibility, the ability to work well with others, and to effectively express orally and in writing ideas to obtain concurrence and cooperation are necessary.

Supervisory Responsibilities/Direct Reports:

The position supervises one intermittent. / NA

Difficulty of Work:

The Environmental Manager works independently on projects and has the responsibility to carry out organizational and technical details, and receives only general instructions and guidelines from the supervisor. Work is reviewed upon completion for meeting objectives and overall results.

Responsibility:

The Environmental Manager prepares detailed reports and maps for publication. This involves planning, coordination with other professionals, technical reviews, and careful evaluation of products.

Personal Work Relationships:

Contacts are made with associates, governmental officials, other scientists/engineers, and the public to direct or coordinate activities relating to providing of information, reviews, and problem solving.

Physical Effort:

The work is primarily indoors with occasional meetings at various locations throughout the state.

Working Conditions:

The work is primarily in an office setting.



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Employee Name: N/A		
Agency: Indiana Dep't of Natural Resources		BU:
Division: State Parks & Reservoirs	Section/District:	
Job Title: DNR - State Park Natural Resource Technician / Ecological GIS Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Mike Mycroft, Chief of Natural Resources		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : 5-16-2011

Purpose of Position/Summary:

To develop and enhance spatial data for use in inventory and ecological/recreational management decisions throughout Indiana State Parks & Reservoirs. Other misc. duties having to do with natural area and wildlife management may be included secondarily (data management, field surveys, invasive species eradication, preparation for prescribed fire, etc.).

Essential Duties/Responsibilities:

Individual will work primarily within ArcGIS to develop data sets/layers that display/provide critical information regarding natural communities, rare and endangered species, and key natural features and recreational areas using pre-existing data, remote sensing, and on-site field surveys.

Job Requirements:

Ability to use ArcGIS v.9 to conduct intermediate to advanced mapping and analysis. Individual should also possess basic knowledge of Indiana natural communities, flora and fauna, and basic inventory methods of forests and other natural areas.

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities. Individual reports to the chief of natural resources for state parks & reservoirs.

Difficulty of Work:

Primarily desk work involving critical thinking and decision making. Periods of remote field work in various terrains in typical Indiana weather will involve basic knowledge of Indiana flora and fauna, particularly trees and plants.

Responsibility:

Primary responsibility is data development and management.

Personal Work Relationships:

Position requires working with numerous field personnel at various state parks and other key staff in the divisions of Forestry, Fish and Wildlife, and Nature Preserves to share data and reference expertise.

Physical Effort:

Although this position is primarily desk based, periodic field work requires hiking and carrying light tools (10-20lbs) to and from worksites in various terrains often without trails.

Working Conditions:

Though the position is primarily desk based, periodic field work will involve conditions common to the outdoors in Indiana during the seasons of the internship (high humidity and temperatures, insects, rain, etc.).



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Employee Name: N/A		
Agency: DNR		BU:
Division: Museums and Historic Sites	Section/District: Sites Restoration, Madison, IN	
Job Title: DNR/ISM Historic Preservation Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Link Ludington, Architectural Historian		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Participant assists Architectural Historian and/or other staff of the Historic Sites Restoration section of the Indiana State Museum in a variety of functions in the office and/or in the field including, but not limited to: archival research, physical fabric investigation, documentation of historic structures, preservation and restoration of buildings and components. Position can be tailored according to interests of the student and the current needs of the Division.

Essential Duties/Responsibilities:

Because of the vast variety of Historic Preservation activities performed by Historic Sites Restoration, position will be tailored based on student's strengths and interests. For those interested in hands-on training, participation in physical fabric investigations, carpentry, painting and/or masonry projects are always available and can be used to further the knowledge of the intern. For those interested in the documentation aspect, projects available include archival research, documentation of historic structures, national register nominations, etc.

Job Requirements:

Background in historic preservation, architecture, engineering, public history, urban planning, or related fields.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work requires specialty knowledge of historic preservation standards, learning about the appropriate practices required. Some work is involved to put those practices into place.

Responsibility:

Incumbent works with sensitive and historic materials. Utmost care must be taken to ensure safety of the materials and objects as well as the safety of the incumbent in working with shop equipment. Some of these materials include documents that may contain subjects of a sensitive nature. Incumbent is responsible to use appropriate discretion with such information.

Personal Work Relationships:

Incumbent required to have excellent written and oral communication skills. Required to work well and with discretion as appropriate. Must be responsive and appropriate in dealing with a variety of people including site managers, contractors, etc.

Physical Effort:

The range of physical effort is wide. For those interested in research projects, the physical effort is minimal. For those interested in hands-on training, substantial physical effort is needed. Lifting of 50 to 100 lbs of materials is common as is work on ladders and with industrial shop tools such as miter and table saws, drills, etc.

Working Conditions:

Position is located in Madison, Indiana and will require travel between Madison and other historic sites as well as Indianapolis.



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Employee Name: N/A		
Agency: DNR		BU:
Division: Museums and Historic Sites		Section/District: Sites Restoration
Job Title: DNR/ISM Geographical Information Systems Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Laura Minzes		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : June 1, 2011

Purpose of Position/Summary:

Position works extensively and almost exclusively with GIS system to enter appropriate Historic Sites data including property information of all natures, utility information, structural information as appropriate, etc.

Essential Duties/Responsibilities:

Input of Historic Sites data into the Geographical Information System creating a user-friendly base of knowledge accessible by appropriate division personnel.

Job Requirements:

Graduate student or Upper classman working toward Bachelor's degree in Geography, specifically with Geographical Information Systems.

At least two years experience with GIS.

Comfortable entering a large variety of information into GIS and making it accessible.

Comfortable working knowledge of GPS systems and equipment in order to obtain necessary readings.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Position works in an office environment at the computer.

Responsibility:

Position is responsible to ensure accuracy of the information entered. Also person may handle sensitive information and must do so with appropriate confidentiality.

Personal Work Relationships:

Position will be required to have effective written and oral communication skills. Will work regularly with site managers, curators and archeologists as well as Sites Administration staff to ensure accuracy of information handled.

Physical Effort:

Position works in an office environment at the computer. Minimal physical effort required.

Working Conditions:

Office environment with limited field work.



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Employee Name: N/A		
Agency: Department of Natural Resources		BU:
Division: State Museum and Historic Sites	Section/District:	
Job Title: DNR/ISM - Artifact Collections Intern		Job Code: N/A
Working Title (if different from above): N/A		
Reports To: Amanda Bryden		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:
 The position offers experience in duties related to the maintenance and care of artifact collections. Successful applicant will gain competency in artifact handling, database management, collections management, preventative conservation, and various aspects of working in a museum environment.

Essential Duties/Responsibilities:
 Typical projects include handling artifacts, utilizing the artifact database, conducting research about historic buildings, and answering information requests.

Job Requirements:
 Must be computer literate.

 Must possess basic research skills.

 Must possess an attention to detail.

Undergraduate and graduate students in History, Anthropology/Archaeology, Art History, or Museum Studies are encouraged to apply.

Supervisory Responsibilities/Direct Reports:
 The intern reports directly to the Collections Manager at the New Harmony State Historic Site.

Difficulty of Work:
 The majority of the work will be performed in an office setting but may also include other locations such as on-site 19th century historic buildings.

Responsibility:
 Work is performed under the supervision of the Collections Manager.

Personal Work Relationships:
 Intern deals with DNR and Historic New Harmony staffs that have a wide educational range in a variety of skills. Position requires the establishment of a good working relationship with both staffs.

Physical Effort:
 The job will require moderate lifting in collections care duties.

Working Conditions:
 The majority of the work will occur in a basic office setting. Office hours are 8:00 am - 4:30 pm Monday - Friday. A flexible schedule within these hours is available.



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Employee Name: N/A		
Agency: DNR		BU: 300
Division: Indiana State Museum and Historic Sites		Section/District:
Job Title: DNR/ISM Finance Intern		Job Code: N/A
Working Title (if different from above): Accounting and Finance Intern		
Reports To: Arlene Phillips		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Helps develop or implement practices for financial management, payroll, budget control, accounting, and so on. Will collaborate with VP of Finance and HR to review monthly financial statements and to assist Accounting, Finance, and Purchasing managers with daily tasks and ongoing projects.

Essential Duties/Responsibilities:

Under the supervision of the VP of Finance and HR, the Intern will collect, process, verify, and report accounting related information and perform professional analytical and management support work assignments. Other duties may include helping prepare monthly financial reports and develop and/or use spreadsheets, databases, and other computer applications. Process specialized information, reports and forms, such as for fees, billing, project tracking, etc. and enter data into an accounting/financial/budgeting system. Other financial and/or accounting related tasks are to performed as assigned.

Job Requirements:

Must be creative, have good research, analytical, and organizational skills. Must have good Microsoft Office skills, including Excel, Word, and Powerpoint. Ability to collect, evaluate, and interpret data, either in statistical or narrative form. Ability to maintain files, records, and documentation. Must be able to communicate effectively orally and in writing, and establish and maintain effective working relationships with direct supervisor and co-workers. Skills are necessary in teamwork, problem-solving, entering and verifying data, using computerized systems, various software applications, ten-key, and standard office equipment.

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities/direct reports, but may manage or coordinate projects from time to time.

Difficulty of Work:

Work requires knowledge of college level math, basic principles and practices of accounting and financial analysis, as well as, office procedures and practices.

Responsibility:

Intern will be expected to meet project deadlines and maintain a high quality of work.

Personal Work Relationships:

Intern will work primarily with division Accounting and Finance staff.

Physical Effort:

Work may require occasional lifting up to 25 pounds.

Working Conditions:

Work is performed in an office environment.



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Employee Name: N/A		
Agency: DNR		BU: 300
Division: Indiana State Museum and Historic Sites		Section/District:
Job Title: DNR/ISM - Conservation Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Textile Conservator		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Under the direction of the textile conservator, will assist with the conservation & preventive maintenance of artifacts, including preparing artifacts for storage & exhibition. Maintain detailed records of object condition and treatments.

Essential Duties/Responsibilities:

- Work with the textile conservator to assess the condition of the artifacts in the collections
- Complete conservation treatments on artifacts as directed by the conservator.
- Facilitate the use of the collections of the Indiana State Museum for research and exhibition by preparing artifacts for examination, making mounts and assisting with the handling of artifacts

Job Requirements:

- Familiarity with computers and the use of word processing programs such as MS Word.
- Familiarity with digital cameras.
- Comfortable with databases.
- Ability to communicate orally and in writing with other staff, superiors and the general public.

Supervisory Responsibilities/Direct Reports:

Reports to the Textile Conservator.

Difficulty of Work:

All activities by the incumbent will be directed and guided by the Textile Conservator.

Responsibility:

The intern is responsible for maintaining a high quality of work with documentation and hand skills.

Personal Work Relationships:

The intern will mainly assist the Textile Conservator but will also work with staff within the Collections Management sub-section to ensure and coordinate proper paperwork, storage, handling and care of artifacts within the Indiana State Museum system.

Physical Effort:

Incumbent will be involved in the movement and handling of artifacts that can be quite heavy, bulky, and in poor condition and require delicate handling along with strength and dexterity. This position requires good hand-eye coordination for detailed work.

Working Conditions:

Work is performed in an office environment, however, will routinely work in a laboratory setting with various chemicals and pieces of equipment that could prove hazardous to the health of the conservation staff and museum staff.



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Employee Name: N/A		
Agency: DNR		BU: 300
Division: Indiana State Museum and Historic Sites		Section/District:
Job Title: DNR/ISM Collections Management Intern		Job Code: N/A
Working Title (if different from above): Collections Management Intern		
Reports To: Traci Cromwell		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Collections Management Intern assists with processing the backlog of data entry and research for both the Science & Technology and the Cultural and Fine Arts collection at the Indiana State Museum.

Essential Duties/Responsibilities:

Intern will work daily with the artifacts in the ISM collection to update catalog database records, complete digital photography of artifacts, research history of the artifacts and assist with exhibit installation/deinstallation when needed. Projects the intern will be working with include processing the prints from the Lincoln Financial Foundation collection and the processing of the Diehm biology collection from the Ft. Wayne zoo.

Job Requirements:

Intern should be a graduate student in art history, history, public history, museum studies, science and has a general interest in museum collections work.

Supervisory Responsibilities/Direct Reports:

Supervisor will train and mentor intern in the museum collections management field at ISM. Intern's direct report would be Traci Cromwell.

Difficulty of Work:

Intern should have computer data entry experience and be knowledgeable with digital photography.

Responsibility:

Personal Work Relationships:

Physical Effort:

Work does require some amount of heavy lifting of some artifacts.

Working Conditions:



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Employee Name: N/A		
Agency: Museum and Historic Sites		BU:
Division: Department of Natural Resources		Section/District: Corydon SHS
Job Title: DNR - Interpreter		Job Code: N/A
Working Title (if different from above):		
Reports To: Program Developer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To aid Corydon Capitol State Historic Site in their interpretation of historic buildings and themes and to assist with public programming.

Essential Duties/Responsibilities:

- Lead guided tours of the First State Capitol Building and the Hendricks House
- Interact with visitors and be able to answer questions about the historic sites and surrounding area
- Assist at special programs and events

Job Requirements:

- Ability to speak well in front of small or large groups
- Friendly, out-going attitude with excellent interpersonal skills
- Willingness and ability to memorize relevant historical information
- Ability to work independently as well as part of a team
- Organizational skills when dealing with tour mangement and programs

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Not difficult for one who possesses the necessary skills.

Responsibility:

Leading guided tours unsupervised, interacting with vistors to ensure they have a good experience, ringing up tours on a cash register.

Personal Work Relationships:

Works closely with other interpreters and programming staff on site.

Physical Effort:

Ability to walk approximately one block, do steps, and stand for extended periods of time.

Working Conditions:

Indoor and outdoor in various weather conditions.