

VACANT POSITION
DEPARTMENT: PUBLIC WORKS
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Software Asset Management Intern (Position No. 2515)
Salary: Hiring Rate \$15.00 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Will work a minimal 20 hours per week; weekdays between 8 a.m.- 4 p.m.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS:

Must be enrolled in an undergraduate or graduate degree program, majoring in Information Systems, Public Administration, Business, Data Science, Economics, Statistics, Business Intelligence or a related field.

Strong analytical and communication skills

Ability to review new software systems quickly

GENERAL STATEMENT OF JOB: Candidates will analyze and report existing conditions to identify gaps and weaknesses for the county to utilize in determining future personnel needs for departments to utilize their software solutions in the most productive and cost-effective manner.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, such as telephone, copier, facsimile machine, personal computer and software packages, printer and calculator. Must be able to use body member to move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten frequently. Physical demand requirements are mostly at levels of those for sedentary work.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Edit oral history recordings using Descript to create polished, short-form clips highlighting key themes and stories. Clean audio, remove filler content, and prepare final segments for digital use.

Assist in recording new oral history interviews.
Help prepare community members for participation and support the intake and documentation process.

Verify and correct automated transcriptions for accuracy and clarity.
Index themes and create metadata for archival research and cataloging.

Enter oral histories into the museum's collection management software

Upload completed oral histories to YouTube as part of the museum's digital archive.
Assist in developing social media posts, highlight clips, and digital storytelling content to enhance the museum's online presence.

Conduct supporting research to contextualize oral histories within local African-American history.

Conduct staff interviews at Public Works, Parks, Fleet Maintenance, Leisure Services and Construction and Maintenance. To record existing software's being utilized, current onboarding efforts, and existing ongoing training programs

Identify existing annual costs of software utilization

Analyze the software capabilities VS actual usage

Identify gaps in training offering both initial and ongoing

February 20, 2026
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