

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.

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.

Identify gaps in recognizing new features and updates of the software's capabilities.

Identify a method to quantitatively determine fiscal loss due to lack of training and utilization of the software capabilities.

Document Findings in a structure format to include a cost-benefit analysis of savings and efficiency gains.

February 20, 2026
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