



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPEN: NOVEMBER 28, 2018

CLOSES: JANUARY 11, 2019

JOB TITLE: GEOGRAPHIC INFORMATION SYSTEMS
TECHNICIAN TRAINEE

DEPARTMENT: GIS

REPORTS TO: GIS DIRECTOR

MUST BE A PUYALLUP TRIBAL MEMBER TO APPLY

POSITION SUMMARY: Assists the GIS Director or Senior GIS Analyst in the planning, design, development and maintenance of the Tribal GIS. Provides basic map production and data management support for GIS projects as required by GIS and other Tribal departments and as directed by the GIS Director.

GIS Technicians perform cartographic production, feature and attribute editing, plus are responsible for the organization, maintenance and management of various digital and paper document collections. They effectively prioritize and schedule a variety of work assignments, possess good verbal and written communication skills and establish and maintain positive working relationships with coworkers, Tribal members and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

During the training period, this position will learn, and become increasingly responsible for the following duties:

1. Designs and creates maps, graphic charts, and spreadsheets for use by Tribal staff and the wider Puyallup Community.
2. Acquires, analyzes, updates and manages GIS spatial data.
3. Organizes, manages and maintains the GIS related portion of various digital and paper document collections (As-Builts, Surveys, Trust Status Reports, Historical maps and Deeds and Easements)
4. Assists with the design of geospatial databases.
5. Collects, analyzes, and converts Global Positioning Systems (GPS) and Drone field data. This requires taking data from out in the field.
6. Researches, evaluates and compiles geospatial data to prepare new products.
7. Maintains, repairs, and cleans cartographic and GIS equipment.
8. Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the community (civic, industry, and professional).
9. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no regular supervisory responsibilities.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Trainee Requirements

In order to successfully complete the trainee period of this position the employee must complete the following:

- GIS Certificate or an Associate's (A. A.) degree in in GIS, Geography, Cartography;
- Be able to successfully demonstrate the ability to complete all the duties required of this position.

Must have a HS Diploma/GED and an Associate's degree or two years of completed college coursework.

Must be a Puyallup Tribal Member.

Must have a strong interest in GIS and be willing to attend school while working.

Must demonstrate strong organizational skills

Must demonstrate motivation/Ability to take Initiative

Must demonstrate time management skills

Must demonstrate adaptability, flexibility

Must demonstrate willingness and positive attitude to learn new skills

Trainee period completion is dependent on successfully completing the educational requirements of the position and the ability to successfully perform job duties. Trainee will have a maximum of two years to meet educational requirements. After the Trainee's supervisor has determined successful completion of the above requirements the Trainee will move to the grade and salary of the GIS Technician position. If the Trainee does not meet the educational requirements within the two years period, employment may be terminated.

If an applicant meets the Trainee requirements and the below educational/experience requirements they may be hired as a GIS Technician.

Bachelor of Science (B.S.) in GIS, Geography, Cartography or related field;

Or a GIS Certificate or an Associate's degree in (A. A.) in GIS, Geography, Cartography or related field;

Or 2 or more years related experience and/or training; or equivalent combination of education and experience.

GIS experience gained while working for an American Indian Tribe is preferred.

Language Skills

Must possess analytical ability and must be able to interpret periodicals, professional journals, technical procedures, and government regulations. Must write technical reports, business correspondence, procedure manuals and draft Tribal planning ordinances. Ability to effectively present information and respond to questions from community, program managers, and others.

Mathematical Skills

Must possess basic mathematical concepts and have experience in statistics and/or quantitative methods. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Other Skills and Abilities

Knowledge of PC workstations and applications especially good word processing and excellent spreadsheet skills.

Ability to operate a variety of equipment such as laptops, desktops, field tablets printers, large format printers, digital cameras, and GPS systems.

Ability to assist in providing GIS technical expertise and consultation to programs and personnel.

Ability to attend GIS software training and conferences.

Ability to work independently or under a limited amount of supervision.

Ability to communicate effectively with other governmental, intergovernmental and Tribal agencies.

Ability to coordinate and organize a variety of simultaneous projects with varying deadlines and criteria.

Technician Requirements Knowledge and understanding of current GIS methodologies and techniques.

A working knowledge of GIS Software -especially ESRI Software (ArcPro, ArcMap, and ArcCatalog)

Ability to prepare accurate records, finished maps, exhibits, and documents for permanent reference and publication.

Ability to research, verify, edit, and update GIS spatial data bases.

Basic understanding of GPS (Global Positioning Systems) and Drone hardware and software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
- The employee must occasionally conduct outdoor field data collection.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is usually performed in an office setting, but occasional exposure to outdoor weather conditions may occur during fieldwork.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe-nsn.gov

*Note: Applications & copies of job announcements available at Rm. # 117
or online at www.puyallup-tribe.com*