



## Smith River Rancheria Position Description

**Title:** GIS Analyst

**Department:** Administration

**Class:** Technical

**FLSA:** Non-Exempt

**Status:** Full Time  
(\$29.14)

**Pay Grade:** IX (\$21.38 –

**Supervisor:** IT Director

**Subordinates:** Yes

**Effective Date:** October 2012

\*Temporary Grant Funded

### **POSITION SUMMARY:**

This position is under the supervision of the IT Director. This position creates, compiles, generates and manages spatial data for the Smith River Rancheria's Geographic Information System. This position primarily involves office work with some time spent in the field and other office locations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Create spatial data and digital maps for to be used as supporting documents for reports to state and federal agencies.
2. Update, edit, and maintain the Smith River Rancheria's GIS data inventory, including but not limited to marine resource habitat assessment plans, road systems, cultural sites, and land parcels.
3. Create, edit, and inventory GIS metadata
4. Assist with GIS software and hardware maintenance.
5. Assist in the update of land parcel boundaries utilizing the cadastral fabric function in ArcGIS.
6. Assist in the creation of an Emergency Response Booklet for the Smith River Rancheria Boundaries to be distributed to all local emergency services.
7. Assist with data creation for Tribal projects.
8. Coordinate with interagency cooperatives, providing and developing data pertaining to ancestral territory.
9. Assist in the development and maintenance of HAZUS comprehensive database and inventory for emergency operations.
10. Facilitate monthly Smith River Rancheria GIS work group sessions.
11. Assist with the creation and implementation of a Relational Database Management System (RDMS) for marine and geo-spatial data.
12. Facilitate creation of on-line internal ArcGIS Web Server portal for departmental use.

13. Assist with updating of the Smith River Rancheria GIS standard operating procedures.
14. Facilitate the training and organization of GIS trainings for Tribal employees.
15. Assist with the collection of GPS data such as resident locations and roads.
16. Will be responsible for all assigned tribal equipment and must account for any losses and/or damages.
17. Other duties as assigned.

**Supervisory Responsibilities:**

This is a supervisory position, will be responsible for training the GIS Technician and Departmental Staff in GIS related operations.

**Minimum Qualifications:**

1. Experience working with ESRI GIS, up to and including Version 10, and Auto CAD applications.
2. Detect GIS and GPS equipment malfunctions, identify operational problems affected by the malfunctions, and resolve the issues
3. Experience creating, updating and management of database applications, computer equipment and software.
4. Qualified American Indian Preference applies.

**EDUCATION/EXPERIENCE:**

- Associate's Degree and four years of Geographic Information Systems support experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

OR

- Six years progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Students studying Geography, Information Technology, or other related coursework may be considered if GIS knowledge, responsibility, organization, and motivation are shown.

**Language Skills:**

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

**Mathematical Skills:**

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

A valid driver's license will be required at the time of appointment; employee may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.

**Background Clearance:**

Current criminal background fingerprint clearance.

**Drug Free Work Environment:**

Must submit to and pass a pre-employment drug and alcohol screening test as well as participate in random drug testing throughout employment.

**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 individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move up to 50 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

Work activities may occur both in the office and in the field. Works in office areas, as well as, throughout the facility. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with residents, family members, staff, visitors, government agencies/personnel, etc., under all conditions/circumstances. Is subject to hostile and emotional upset residents, family members, staff, visitors, etc. under all conditions/circumstances.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_