



Tolowa Dee-ni' Nation Position Description

Title: GIS Specialist
Class: Non-management
Status: Full-time
Supervisor: Natural Resources Director
Effective Date: August 2015

Department: (11) Natural Resources
FLSA: Non-Exempt
Pay Grade: XIII - IX (\$19.55 - \$31.06)
Subordinates: None
Grant Funded: No

Position Summary:

This position is under the supervision of the Natural Resources Director. This position creates and edits, compiles, generates, manages, performs analysis and geoprocesses on data as needed.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following.

- Create spatial data and digital maps to be used as supporting documents for reports to state and federal agencies.
- Create and maintain a Tribal Member address database and geocode each members address.
- Update, edit, and maintain the Tolowa Dee-ni' Nation's GIS data inventory, including but not limited to road systems and parcels.
- Create, edit, and inventory GIS metadata.
- Assist with GIS software and hardware maintenance.
- Assist in the update of land parcels boundaries utilizing the cadastral fabric function in ArcGIS.
- Assist with data creation for Tribal projects.
- Coordinate with interagency cooperatives, providing and developing data pertaining to ancestral territory.
- Ability to design, create, implement and continuous updating and management of a Relational Database Management System (RDMS) for spatial data (geodatabase).
- Create and continuous updating of the Tolowa Dee-ni' Nation GIS standard operating procedures.
- Work with and provide GIS/GPS services to other departments.
- Organize GIS trainings for Tribal employees.
- Organize GPS trainings for Tribal employees.
- Must be able to perform on-screen digitizing of certain features when needed.
- Assist with the collection of GPS data such as resident locations, roads, infrastructure, parcel data and any other data necessary in order to manage Tolowa Dee-ni' Nation resources.
- Ability to georeference new data into existing database.
- Must have knowledge of coordinate systems and projections.
- Must have knowledge of local plants as mapping noxious weeds is an essential duty.

- Researches and determines the accuracy of new and existing data through on-site inspections and documentation.
- Leads and participates in special projects regarding GIS and land information applications.
- Maintains knowledge of GIS/GPS innovations and related hardware/software matters.
- Use a computer to perform job related tasks, input and maintain records, and/or conduct research as needed.
- The employee must also be able to work with other departments and a variety of personalities in order to produce what the customer requires and in cases where the customer is not sure what exactly it is they want, must be able to explain the abilities of the GIS in order to give the customer a better understanding of what is available.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Not a supervisory position.

Minimum Qualifications:

- 3 years' experience using each application Arc GIS software, Trimble GPS units, Pathfinder software.
- Experience creating data dictionaries.
- Experience using Adobe Illustrator.
- Detect GIS and GPS equipment malfunctions; identify operational problems affected by the malfunctions, and resolve issues.
- Experience creating, updating and management of database applications, computer equipment and software.
- Experience identifying and mapping noxious weeds.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Education;

Bachelor's degree in; Native American Resource Management, Environmental Resource Management, Geography and Land Studies, Geographical Information Systems, Natural Resources, Fisheries/Biology M.S. preferred or a combination of coursework with a minor in GIS.

Experience working with ArcGIS software, Trimble GPS units, Pathfinder software, Archer GPS units, Garmin GPS units.

Experience working with minimum supervision while working in strenuous conditions such as back country trails, roads, river banks, along highway corridor and may work in adverse weather while maintaining contact whenever possible with supervisor.

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 pertaining to data and finished product.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions. Must be able to figure out areas or lengths of certain features (as requested) in order to run analysis on features.

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 in order to complete the task at hand.

Certificates, Licenses, Registrations:

Employee must have a GIS and a GPS certificate. Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance. Employee must be willing to work towards GISP certification.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. . While performing the duties of this job the employee is regularly required to sit, use hands, fingers and feel and to handle and feel small objects. The employee is frequently required to stand, walk, and ascend and descend steps, slopes, talus, streambeds, trails, abandoned roads and roads that are currently in use. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/move up to 75 pounds. Employee must be comfortable working alone in the outdoors as hiking in to remote locations is an important part of collecting data for the Tolowa Dee-ni' Nation.

Vision Requirements:

- Close vision (clear vision at 20 inches or less), must be able to read fine print on a 3" screen while outdoors.
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color) for feature and plant identification.

Work Environment:

The noise level in the work environment is usually moderate while working in the office with computers, printers and other employees. While working in the office the employee must present themselves in a professional manner while being prepared to go work in the field at a moment's notice. The employee will work outdoors when needed, occasionally around loud heavy equipment and sometimes alone on backroads. The weather is unpredictable so the employee must be prepared at all times for any situation (while working outdoors).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____