

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05216865</u>	DATE POSTED:	<u>01/07/19</u>
POSITION NO:	<u>246991</u>	CLOSING DATE:	<u>01/18/19</u>
POSITION TITLE:	<u>Geographic Information Systems Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Nation Water Management Branch/Fort Defiance, Arizona</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AR62A</u>
WORK HOURS:	<u>8 to 5</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>35,755.20</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>17.19</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Collects and inputs data from field and other sources; Designs, plots, and produces maps, graphs and reports from collected, GPS, and digitized data; Assists and verifies in developing and managing map libraries (databases), including digitized, aerials, and other geographic information; Performs updates to GIS data; Assist in Installation, upgrades, and configures GIS related software and hardware; Assist other GIS personnel and staff with GIS, technical, or basic computer problems. Provide oral and written GIS information and responds to inquiries from the public, chapters, commission, programs, departments, as well as outside agencies. Able to maintain the WMB Library database and filing.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by a minimum of twelve (12) college credits in Geographic Information Systems (GIS) Technology, Computer Science; and two (2) years of experience working with Geographic Information Systems.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of methods, principles, and practices used in map preparation and cartography; Knowledge of ESRI's ArcGIS and ArcView and peripherals (digitizers, scanners, GPS, digital cameras). Knowledge of modern computer applications; latest technology related to GIS software-hardware, and peripherals; modern data processing software programs. Skill in performing mathematical calculations; and strong verbal and written communications skills. Skill in establishing and maintaining cooperative relationships with tribal, state, and federal agencies; May be required to demonstrate fluency in both Navajo and English languages (preferred, but not required).

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.