

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10613173
POSITION NO: 241800
POSITION TITLE: _____

DATE POSTED: 01/23/17
CLOSING DATE: 02/03/17

DEPARTMENT NAME / WORKSITE: NDOT / Planning Department / TseBonito, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB62A
WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 16.36 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Performs maintenance of large geographic information database files including adding, deleting, correcting, and archiving data from various sources and database information systems such as Road Inventory, tables, and projects; collects, verifies and organizes potential GIS data; creates digital images of maps and photographic pictures using format scanners; inspects graphic and attribute information to find logical inconsistencies with the data and to ensure data validity; performs updates to the GIS data; produces digital map input maps using digitizing board; performs limited spatial analyses using GIS software. Provides oral and written information and responds to inquiries from public and private agencies as well as programs and departments regarding maps, etc.; assists in determining and communicating information needs; assists users of geographic information systems databases; may troubleshoot problems with computer hardware and software; refers major problems to technical personnel.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or 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 the principles, standards, terminology and trends in Geographic Information Systems and related software such as ARC View, etc. Knowledge of large database file maintenance. Knowledge of modern office procedures and practices. Knowledge of filing, indexing, cross referencing methods. Knowledge of uses of common office materials and machines in a modern information processing environment. Skill in operating a computer keyboard proficiently; within the GIS context. Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial photography, site plans, construction plans, applicable policies and procedures, and hardware and software instructions. Skill in performing mathematical calculations associated with the work. Skill in communicating effectively, orally and in writing. Skill in establishing and maintaining cooperative and effective relationships with those contacted in the course of work.

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