

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOT07810096 DATE POSTED: 05/11/15  
POSITION NO: 241798 CLOSING DATE: 05/22/15  
POSITION TITLE: Geographic Information Systems Technician  
DEPARTMENT NAME / WORKSITE: Department of Highway Safety - TseBonito, NM  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AB62A  
WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,028.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.36 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Maintains data acquired from various data sources of Navajo Nation Crash Data. Develops and maintains the crash (accident) database for the Division of Transportation and develops, maintains and provides Indian Reservation Roads (IRR) deliverables. Develops, documents, and implements procedures, templates, data models for the Navajo DOT road and crash (accident) data infrastructure. Creates maps and graphs of data acquired to pin-point area(s) of concern on the Navajo Nation roadways. Provides data reports for the Transportation Planners as supporting documents for funding applications. Works directly with the Navajo Nation Division of Public Safety, Arizona Division of Transportation, New Mexico Division of Transportation and others. Attends meetings relevant to the reports, funding applications, etc. including road safety assessments with the states. Analyzes data in order to produce digital maps, etc.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- High School Diploma or GED with a minimum of (12) college credits in Geographic Information Systems (GIS) Technology, Computer Science; and two (2) years of experience working with Geographic Information Systems.

**Preferred Qualifications:**

- An Associate's degree in Geographic Information Systems (GIS) Technology, Computer Science, Urban Planning or related field.
- Graduation from a technical school with an emphasis or course work in GIS technology, Computer Science, Urban Planning or related field.
- Experience in working with GIS and Global Positioning Systems (GPS).
- Certification in GIS/GIT applications.

**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 maintain large database files with knowledge of computer server requirements. Knowledge of Navajo Nation road systems. Knowledge of map and graph preparation utilizing data acquired. Skills in analyzing crash (accident) data and preparing a wide variety of documents including maps, base maps, analytical reports, etc. for appropriate agencies. Skill in communicating effectively both orally and in writing. Skill in building effective partnerships with outside agencies (BIA, State Agencies, County Agencies, etc.)

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