

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

REQUISITION NO:	<u>DOT07815612</u>	DATE POSTED:	<u>06/07/18</u>		
POSITION NO:	<u>241798</u>	CLOSING DATE:	<u>06/27/18</u>		
POSITION TITLE:	<b>Geographic Information Systems Technician</b>				
DEPARTMENT NAME / WORKSITE:	<u>NDOT / Highway Safety Department / TseBonito, NM</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A162A</u>
WORK HOURS:	<u>8:00am-5:00pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>34,881.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>16.77</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**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:**

- 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.
- A favorable background investigation.

*(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:**

Familiar with Injury Prevention initiatives. Proficient in Microsoft Office Applications. Certified National Child Passenger Safety Technician.

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