

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05215623

DATE POSTED: 06/11/18

POSITION NO: 246995

CLOSING DATE: 06/28/18

POSITION TITLE: GIS Analyst

DEPARTMENT NAME / WORKSITE: Department of Water Resources/Fort Defiance, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A165A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,720.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.50 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Develops, maintains and manages the Geographic Information System (GIS) databases and ACCESS databases; designs reports, tables and computer forms, and analyzes and edits structure; collects data from field and other sources and keys data into computer; designs, plots and produces maps from collected and digitized data; develops and manages automated map libraries and data dictionaries, including digitized maps, aeriels, and other geographic information; develops, documents and implements procedures for the GIS database administration. Provide oral and written GIS information and responds to inquiries from the public, chapters, commission, departments, as well as outside agencies. Assists other GIS personnel and staff with technical problems regarding GIS software; assists users in using specialized software applications, such as data bases spreadsheets and word processing; assists users in ad hoc report development and generation; may act as lead on special projects; Troubleshoot and maintain plotters / printers and keep updated inventory of printing supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Science or related field; and two (2) years of experience in GIS operations or computer-aided design; or an equivalent combination of education and experience.

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 installation, maintenance and upgrading of GIS and related software and peripherals. Knowledge of federal, state, and Navajo Nation laws, rules, regulations and guidelines related to computer and software utilities. Knowledge in Global Positioning system (GPS) equipment / processes with the ability to assist and teach other staff how to use GPS Equipment. Knowledge of data processing software applications. Skill in providing direction and instruction in the use of computer applications and software. Skill in utilizing verbal and written communication. Skill in reading, understanding and interpreting technical manuals. Skill in analyzing, diagnosing and resolving computer systems and network problems. Skill in establishing and maintaining effective working relationships.

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