

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DCD02924095</u>	DATE POSTED: <u>06/22/22</u>
POSITION NO: <u>240975</u>	CLOSING DATE: <u>07/12/22</u>
POSITION TITLE: <u>RURAL ADDRESSING/GIS TECHNICIAN</u>	
DEPARTMENT NAME / WORKSITE: <u>DCD/RURAL ADDRESSING AUTHORITY/ WINDOW ROCK, ARIZONA</u>	
WORK DAYS: <u>MON-FRI</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8:00AM-5:00PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	GRADE/STEP: <u>BQ62A</u>
	\$ <u>38,836.80</u> PER ANNUM
	\$ <u>18.60</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Provide physical address to the Navajo Nation resident for future E-911 emergency services and help create and maintain addressing for postal services, utility, and delivery (freight) services and create maps for maintaining addressing and road centerline accuracy. Post and conduct GPS field work at all potential address points. Completes necessary paperwork involved in issuing address notification of land owners, relevant departments, division and entities of new updated and changed addresses. Establishes and maintains working relationships with states and county personnel and public officials working with rural addressing; Assists in the development of rural addressing standards and guidelines, and provide guidance on Navajo Nation Rural Addressing implementation. Identifies potential rural addressing problems and recommends resolutions; participates in rural addressing workgroups; coordinates posting and maintenance of signage with various organizations; attends meetings. Provide newly established physical addresses to residents. Responds to inquiries from various agencies and the public relating to rural addressing.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates degree in Computer Science, Engineering or graduation from a technical school with an emphasis in GIS Technology; and two (2) years work experience in rural addressing using GIS and GPS; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Requirements:

- Must possess a valid state driver's license.
 - Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.
- Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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 Navajo Nation chapter community locations and Navajo Nation land base. Knowledge of rural addressing standards and guidelines.
 Knowledge of fundamental of drafting, mechanical drawing and graphic illustration. Knowledge of research and reference methods and techniques.
 Knowledge of the principles, practices and methods used in map preparation.
 Knowledge of filing, indexing and cross referencing methods.
 Skill in operating a personal computer within the Global Positioning System (GPS) and Geographic Information System (GIS) context.
 Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial photographs, applicable policies and procedures, and hardware and software instructions.
 Skill in the use of distance measuring devices, GPS units and drafting equipment.
 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.