REQUISITION NO: DNR01324234

DATE POSTED: 07/08/22

POSITION NO: 241820

CLOSING DATE: 07/22/2022 by 5pm

POSITION TITLE: Geographic Information Systems Analyst

DEPARTMENT NAME / WORKSITE: Navajo Land Department/Window Rock, AZ.

WORK DAYS: Monday - Friday

WORK HOURS: 8 am - 5 pm

REGULAR FULL TIME: ☑

PART TIME: ☐

NO. OF HRS./WK.: $23.62 PER ANNUM

SENSITIVE: ☐

SEASONAL: ☐

DURATION:

NON-SENSITIVE: ☑

TEMPORARY: ☐

GRADE/STEP: BQ65A

WORK DAYS: Monday - Friday

DUTIES AND RESPONSIBILITIES:
Develops, maintains and manages the Geographic Information Systems (GIS) data bases; 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, aerials, and other geographic information; develops, documents and implements procedures for the GIS database administration. Assists GIS Technicians 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; candidate must have knowledge and experience working with the latest version of ArcGIS/ArcPro, Land Management and land surveying. May act as lead on special projects and all other assigned duties.

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.

Special Requirements:
Must possess a valid State Motor Vehicle Operators License. Navajo Land Department provides direct services to the Navajo people as a result, candidate must be able to communicate in Navajo Language and English to the general public.

<<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:

Special Knowledge: 1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) Knowledge of basic computer hardware and software; and 3) Knowledge of legal land description development and interpretation.
Skills and Abilities: 1) Ability to verbally communicate in Navajo language to provide presentation at Chapter meetings; 2) Must have ability to produce written communications for reports writing and correspondences; and 3) Customer services techniques/telephone etiquette when responding to inquiries and complaints.

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

Revised: 03.05.18