

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01324423 DATE POSTED: 07/29/22
POSITION NO: 242993 CLOSING DATE: 08/19/2022 by 5 PM
POSITION TITLE: Geographic Information Systems Technician
DEPARTMENT NAME / WORKSITE: Division of Natural Resources/Navajo Land Department, St. Michaels, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ62A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 38,836.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.60 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Navajo Land Department GIS Section supervisor, develops various customized maps for internal and external customers, utilizing GIS software to map coordinates and datum from global positioning system and brass caps (field notes) to close land parcels, tables, and/or points for GIS data. Each parcel has a square footage for closing the parcel and the acres are determined for each site in land withdrawals, business sites and homesite leases. Provide technical assistance and obtains GIS data from respective chapter to assist in the development of a comprehensive land use plans development. Digitize and archive database queries and update GIS database for Chapter boundaries, District Grazing boundaries, land ownership parcels, metadata, project, collect and verify data's. Organizes potential GIS data by using relational database management system by creating digital images of maps and photographic pictures using format utilizing large scanners, printers and plotters. GIS Technician will utilize survey notes to map and prepare cartographic on Google earth, TOPOV7 or aerial photos. Develops data layers; design and manage data acquisition processed (vector or raster), acquire and convert data from outside sources.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by a minimum of (12) college credits in Geographic Information System (GIS) Technology, Computer Science; and two years experience working with Geographic Information Systems.

Special Requirements:

- A favorable background investigation
- Possess a valid state driver's license.
- Incumbent must obtain a Navajo Nation vehicle Operator's Permit within 90 days of date of hire.

(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 Geographic Information System (GIS), surveying, mapping, and Global Position System (GPS) practices; knowledge of basic computer hardware and software; and Knowledge of legal land description development and interpretation. Must have ability to produce written communication for writing reports and correspondences; and Customer Services techniques and telephone etiquette when responding to inquires and complaints. Skills in establishing and maintaining effective working relationship with others. Within the 90 days of employment, must be FMIS certified. Depending upon the needs of the Nation, incumbent is required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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