

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR01324424</u>	DATE POSTED:	<u>07/29/22</u>		
POSITION NO:	<u>241820</u>	CLOSING DATE:	<u>08/19/2022 by 5pm</u>		
POSITION TITLE:	Geographic Information Systems Analyst				
DEPARTMENT NAME / WORKSITE:	<u>Navajo Land Department/Window Rock, AZ.</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ65A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 49,318.56</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 23.62</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

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 inquires and complaints.

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