

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01312342 DATE POSTED: 08/08/16
POSITION NO: 153510 CLOSING DATE: 08/22/16
POSITION TITLE: Geographic Information System Analyst
DEPARTMENT NAME / WORKSITE: DNR/Navajo Land Administration/ Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB65A
WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 21.18 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Develops, maintains and manages the Geographic Information System (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; 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:

- 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:

Must have oral and written communication ability to provide public communication in Navajo and English to members of Chapters, programs and departments regarding the NLTDS. Must possess a valid State Motor Vehicle Operators License. Navajo Land Department provided direct services to the Navajo people; as result, candidate must be able to communicate in Navajo Language and English to the general public.

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