

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR08314365</u>	DATE POSTED:	<u>09/14/17</u>
POSITION NO:	<u>243848</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Geographic Information Systems Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Nation Heritage and Historic Preservation Department, Window Rock, Arizona</u>		
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8AM - 5PM</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AB62A</u>
		\$	<u>34,028.80</u> PER ANNUM
		\$	<u>16.36</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs specialized work of moderate difficulty in database maintenance to ensure reliable and accurate geographic information is created using NNHHPD's compliance records; tasks will involve performing maintenance of large geographic information database files including adding, deleting, correcting, and archiving data from various sources for mapping; producing digital maps; provides oral and written information and responds to inquires from public and private agencies as well as programs and departments regarding maps; assist users in determining and communicating information needs.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by a minimum of twelve (12) college credits in Geographic Information Systems (GIS) Technology, Computer Science; and two (2) years of experience working with Geographic Information Systems; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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 in creating an ARCGIS database and familiar with entering locational data into the ARCGIS database.

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