THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0528197**	Date Posted:	**09/23/13**
POSITION NO:	246991	Closing Date:	**10/04/13**
CLASS CODE:	1862		
POSITION TITLE:	**Geographic Information Systems Technician**		
DEPARTMENT NAME:	Water Management Branch/Department of Water Resources		
DEPARTMENT NO:	52	WORKSITE LOCATION:	Ft. Defiance, AZ

WORKS DAYS/HOURS:
Days: Mon. - Fri.
Hours: 8 AM - 5 PM

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R62A
SALARY:
$ 32,073.60 Per Annum
$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:
Collects and inputs data from field and other sources; Designs, plots, and produces maps, graphs and reports from collected, GPS, and digitized data; Assist and verify in developing and managing map libraries (databases), including digitized, aerials, and other geographic information; Performs updates to GIS data; Assist in Installation, upgrades, and configures GIS related software and hardware; Assist other GIS personnel and staff with GIS, technical, or basic computer problems. Provide oral and written GIS information and responds to inquiries from the public, chapters, commission, programs, departments, as well as outside agencies.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associate's degree in Computer Science or related field; or graduation from a technical school with an emphasis on course work in GIS technology; and

Experience:
two (2) years experience working with Geographic Information Systems; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:
Knowledge of methods, principles, and practices used in map preparation and cartography; Knowledge of ESRI's ArcGIS and ArcView and peripherals (digitizers, scanners, GPS, digital cameras). Knowledge of modern computer applications; latest technology related to GIS software-hardware, and peripherals; modern data processing software programs. Skill in performing mathematical calculations; and strong verbal and written communications skills. Skill in establishing and maintaining cooperative relationships with tribal, state, and federal agencies; May be required to demonstrate fluency in both Navajo and English languages (preferred, but not required).

License/Certification Requirements:
Must posses a valid state Driver's License; ability to obtain a valid Navajo Nation Vehicle Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***