THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0138759**	DATE POSTED:	**06/03/14**
POSITION NO:	242986	CLOSING DATE:	**OUF**
POSITION TITLE:	**Geographic Information Systems Technician**		
DEPARTMENT NAME / WORKSITE:	**DNR/Navajo Land Administration/Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.36	PER HOUR
		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 data 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 home site 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, collects and verify data's. Organizes potential GIS data by using relational database management systems 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. Insures all data validity of the files are correctly uploaded into the NLTDS. Quality assurance is a key factor to insure all pertinent documents are correct with no errors and archive land records into the NLTDS.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- An Associate's degree in Geographic Information Systems (GIS) Technology, Computer Science, Urban Planning or related field.
- Graduation from a technical school with an emphasis or course work in GIS technology, Computer Science, Urban Planning or related field.
- Experience in working with GIS and Global Positioning Systems (GPS).
- Certification in GIS/GIT applications.

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:

Knowledge of Geographical Information System (GIS) and Global Positioning System (GPS), also some knowledge of electronic and optical survey, methods, and practices. Must have oral and written communication ability, ability to work with the public, private agencies, Chapters, programs and departments regarding uploading of maps, etc. Assists users/groups in determining and communicating information needs with GIS software and other related software. Work with the local colleges/universities mapping uploads and provide college interns the opportunity to understand the Navajo Nation GIS network system regionalization planning and chapter community land use plans.

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