

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD0294254

Date Posted: 11/07/11

POSITION NO: 240975

Closing Date: 11/21/11

CLASS CODE: 1864

POSITION TITLE: Rural Addressing/GIS Technician

DEPARTMENT NAME: DCD Administration / Addressing Authority

DEPARTMENT NO: 29 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R62A

Days: Monday - Friday Permanent:  SALARY: \_\_\_\_\_

Hours: 8 am - 5 pm Temporary:  Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:  No. of Hrs/Wk: 80 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, works closely with the public to provide accurate physical addresses to Navajo Nation residents for the primary purpose of 9-1-1 Emergency Services. Helps create and maintain addressing for postal services, utility and delivery services, etc. and creates maps for maintaining addressing and road accuracy. Identifies land ownership, possible land divisions and location of driveways. Work with state, county Rural Addressing personnel and Navajo Nation representatives to discuss rural addressing tasks, guidelines, standards and implementation. Post and capture GPS points of all addresses in the field. Completes necessary paperwork involved in issuing an address, notification of landowners, relevant departments, divisions and entities of new, updated and changed addresses. Develop rural addressing standards and guidelines for the Navajo Nation. Establish and maintain effective working relationships with state/county personnel and public officials. Identify potential rural addressing problems and recommend resolutions. Provide LRAC (local rural addressing committee) training under the supervision of the GIS/Rural Addressing Coordinator.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's Degree in Computer Science, Engineering or graduation from a technical school with an emphasis in GIS Technology; and

**Experience:**

Two (2) years of experience in rural addressing using GIS and GPS; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation chapter communities location and Navajo Nation land base.

Knowledge of rural addressing standards and guidelines

Knowledge of the principles, practices and methods used in map preparation.

Knowledge of filing, indexing and cross referencing methods.

Skill in operating a personal computer within the GIS and GPS context.

Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial photographs, applicable policies and procedures, and hardware and software instructions.

Skill in the use of distance measuring devices, GPS units and drafting equipment.

Skill in establishing and maintaining cooperative and effective relationships with those contacted in the course of work.

Must be in good physical condition and be able to lift a minimum of 25 lbs.

Work involves field work, exposure to varying weather conditions, field work may become physical demanding driving over rural roads.

**License/Certification Requirements:**

Must possess a valid state driver's license; must obtain a 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**