

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

REQUISITION NO: DNR08314693

DATE POSTED: 11/22/17

POSITION NO: 244125

CLOSING DATE: 12/07/17

POSITION TITLE: Geographic Information Systems Analyst

DEPARTMENT NAME / WORKSITE: Navajo Nation Heritage and Historic Preservation Department, Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A165A

WORK HOURS: 8AM - 5PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 44,720.00 PER ANNUM

SEASONAL:  DURATION : \$ 21.50 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty with responsibility to develop, design, modify and maintain the Geographic Information System database, NNHHPD's database, NihiDatabase, which is scheduled to go live in December 2017/January 2018. Duties will involve designing reports, tables and computer forms, analyzing and edit structure; data collection 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 and implements procedures for the GIS database administration. Installs, upgrades and configures geographic information system related software; recommends acquisition of computer hardware systems and software applications; sets up, configures and maintains computer hardware systems; may manage computer and GIS systems in a network environment. Assist GIS Technician with technical problems regarding GIS software; assists users in using specialized software applications, such as database spreadsheets and word processing; assists users in report development and generation; may act as lead on special projects.

**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 and computer-aided design; or an equivalent combination of education and experience.

**Special Requirements:**

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

***(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 installation, maintenance and upgrading of GIS and related software and peripherals; knowledge of federal, state, and Navajo Nation laws, rules, regulations and guidelines related to computer and software utilities; knowledge of advanced computer programming and systems analysis; Knowledge of technical journals and manuals related to installation, repair, maintenance and upgrading of computer hardware, software and peripherals; knowledge of tools and equipment utilized in the installation and repair of computer hardware, software and peripherals. Knowledge of data processing software applications. Skill in planning and implementing automated computer systems and programs; skill in overseeing and performing systems analysis, programming and customizing computer software; skill in providing direction and instruction in the use of computer applications and software; skill in utilizing verbal and written communication; skill in analyzing, diagnosing and resolving computer systems and network problems; skill in establishing and maintaining effective working relationships.

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