

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

REQUISITION NO: EPA0157344

Date Posted: 12/17/12

POSITION NO: 941977

Closing Date: 12/31/12

CLASS CODE: 1861

POSITION TITLE: Geographic Information Systems Analyst

DEPARTMENT NAME: EPA/Waste Regulatory Compliance (WRC)

DEPARTMENT NO: 15 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R65A

Days: Monday-Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8:00am to 5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Develops, maintains and manages the Geographic Information System (GIS) data bases; designs reports, tables, and computer forms, and analyzes and edits structure; collects data 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, documents and implements procedures for the GIS database administration; Installs, upgrades and configures geographic information system related software; recommends the acquisition of computer hardware systems and software applications; sets up, configures and maintains computer hardware systems; may manages computer and GIS systems in a network environment; Assists GIS Technicians with technical problems regarding GIS software; assists users in using specialized software applications, such as data bases spreadsheets, and word processing; assists users in ad hoc report development and generation; may act as lead on special projects.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Computer Science or related field; and

**Experience:**

two (2) years of experience in GIS operations or computer-aided design; 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: installation, maintenance and upgrading of GIS and related software and peripherals; federal, state, and Navajo Nation laws, rules, regulations and guidelines related to computer and software utilities; advanced computer programming and systems analysis; technical journals and manuals related to the installation, repair, maintenance and upgrading of computer hardware, software and peripherals; and, the tools and equipment utilized in the installation and repair of computer hardware, software and peripherals; data processing software applications.

Skill in: planning and implementing automated computer systems and programs; overseeing and performing systems analysis, programming and customizing computer software; providing direction and instruction in the use of computer applications and software; utilizing verbal and written communication; reading, understanding and interpreting technical manuals; analyzing, diagnosing and resolving computer systems and network problems; and, establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Valid state driver's license, *preferred*.

**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*