

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

REQUISITION NO:	<u>DNR09411515</u>	DATE POSTED:	<u>12/21/15</u>					
POSITION NO:	<u>242506</u>	CLOSING DATE:	<u>OUF</u>					
POSITION TITLE:	<u>Geographic Information System (GIS) Technician</u>							
DEPARTMENT NAME / WORKSITE:	<u>Division of Natural Resources - Navajo AML Reclamation/UMTRA Department/Shiprock Field Office</u>							
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB62A</u>			
WORK HOURS:	<u>8:00 AM - 5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>40</u>	\$	<u>34,028.80</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :		\$	<u>16.36</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>					

**DUTIES AND RESPONSIBILITIES:**

Work under the general supervision of the Program Manager perform specialized work in database maintenance to ensure reliable and accurate geographical information service: Collect, update and input information related to the AML/PFP projects; utilize ARC Map, ESRI and Trimble software; produces hard copy digital maps and spatial analyses; performs maintenance of GIS database files by adding, developing, correcting, and archiving data from various sources; collects, verifies and organizes data; completes Meta-data input; research new data; maintains GIS software; ensures the GIS data structure is maintained. Understands and gets familiar with the current AML network system (LAN and WAN) to properly store data.

Provide oral and written documents and responds to inquiries from public agencies; assist with users and users group in overall Navajo Nation GIS communication; operate field survey equipment's such as Global Positioning System, Total Station, and radiological equipment's. Ability to download, transfer and QA/QC field data. Develop proto-cols and procedures for the GIS Database usage, release of information and other require documentation.

Perform administrative duties including routine report writing, project/field site reports, stories, photographs, binding, copying, maps, supplies and materials procurement, equipment, property inventory database, and related assignments. Assist with Public Relations duties, producing maps, photographs, displays, and presentations. Assist with planning, budgeting and maintenance of all GIS related equipment and accessories.

**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 Systems (GIS) Technology, Computer Science, and two (2) years of experience working with Geographic Information Systems (GIS).

**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 Drivers 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 large database file maintenance, methods, principles, and practices of GIS database management; Knowledge of ARC/INFO and related ESRI software; Skills in reading and interpreting a wide variety of documents, including maps, site plans, construction plans, basic engineering principles. Must communicate effectively, orally and in writing; Maintain a cooperative and effective working relationships with all contacts in the course of work.

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

**<<SENSITIVE POSITIONS, Need to indicate that "a favorable background investigation is required prior to date of hire">>**