THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DNR0522713** Date Posted: **12/20/10**
POSITION NO: 246991 Closing Date: **01/04/11**
CLASS CODE: 1862
POSITION TITLE: Geographic Information Systems Technician
DEPARTMENT NAME: Department of Water Resources/Water Management Branch
DEPARTMENT NO: 52 WORKSITE LOCATION: Ft. Defiance, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N620A
Days: Mon - Friday Permanent: ☑ SALARY:
Hours: 8 a.m.-5p.m. Temporary: ☐ Duration: $ $30,950.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:
Collects and inputs data from field and other sources; Designs, plots, and produces maps from collected, GPS, and digitized data; Asisst and verify in developing and managing map libraries (databases), including digitized, aerials, and other geographic information; Performs updates to GIS data; Assist in Installation, upgrades, and configures GIS related software and hardware; Assist other GIS personnel and staff with GIS, technical, or basic computer problems. Provide oral and written GIS information and responds to inquiries from the public, chapters, commission, programs, departments, as well as outside agencies.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associate's degree in Computer Science or related field; or graduation from a technical school with an emphasis or course work in GIS Tech.

Experience:
Two (2) years of work experience in GIS operations 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 and experience, applicant must submit copies of transcripts, degree, diplomas, certificates, etc.)**

Special Knowledge, Skills and Abilities:
Knowledge of methods, principles, and practices used in map paeparation and cartography; Knowledge of ESRI's ArcGIS and ArcView and peripherals (digitizers, scanners, GPS, digital cameras). Knowledge of modern computer applications; latest technology related to GIS software-hardware, and peripherals; modern data processing software programs. Skill in performing mathematicals calculations; and strong verbal and written communications skills. Skill in establishing and maintaining cooperative relationships with tribal, state, and federal agencies; May be required to demostrate fluency in both Navajo and Engish languages (preferred, but not required).

License/Certification Requirements:
Must posses a valid state Driver's License; ability to obtain a valid Navajo Nation Vehicle Operator's Permit

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***