Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: GIS ANALYST

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION:

The GIS Analyst performs duties in the development and maintenance of Tulalip Tribes' Enterprise GIS, which supports the GIS needs of all tribal departments. Responsibilities include web application development, multiuser geodatabase design and management, custom map production, and geospatial analysis. It requires advance knowledge of GIS concepts and products, as well as GIS dataset types and formats. This position will also conduct data collection field work using unmanned aerial vehicles, GPS, and GPR equipment.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx. For more information or questions, please visit: http://quilcedavillage.org/Employment or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: NON-EXEMPT

EMPLOYEE REPORTS TO: GIS MANAGER

EMPLOYEE SUPERVISES: NONE

EDUCATION:

- Bachelor's degree in GIS, Information Technology, Computer Science, Engineering, Geography, or related field; OR two plus years of college education with a GIS Certificate from accredited school; experience may be considered as a substitute for the above education. (Upload or attach copy of degree or transcript with application).

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF

- Current GIS technologies (including hardware, software, and handheld tools) and industry trends

- Analytical, problem-solving, and troubleshooting skills

- Visual communication and data mapping theories

- GIS application development, programming (Python, JavaScript), and/or GIS related technologies

- GIS production of complex cartographic and other spatial data displays

- GIS web-mapping applications served to internal and external users

- Project management, planning, organization, and customer service skills

- Database techniques to process and analyze geo-spatial datasets

- SQL Database administration in support of geodatabases
- Scientific research and data collection techniques
- User Acceptance Testing, metadata, hardware/software configurations, and GIS standards

ABILITY TO

- Communicate effectively by oral, written, and by other graphical means
- Read, understand, and apply technical manuals and procedures
- Maintain required records and prepare necessary reports
- Independently analyze problems and assist others in GIS analysis
- Apply critical thinking and problem-solving skills to business needs
- Learn new programs, platforms, and tools to finish specific analysis and tasks
- Complete multiple competing projects and meet deadlines
- Effectively function as a team member
- Analyze customer needs and business systems
- Convey technical information to non-technical users
- Administer geodatabases in a MS SQL environment
- Train users in GIS products and promote GIS solutions
- Work with a variety of individuals from diverse backgrounds
- Understand disciplines of other department and entities

EXPERIENCE:

- One (1) or more years of full-time work experience using ESRI software as GIS Analyst, GIS Specialist or GIS Technician. This experience must include extensive time creating maps and web map applications, geoprocessing, and database management.

LICENSE AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License or ability to obtain one within 2 months of start date (Required – please attach copy to application form).
- Valid FAA Part 107 Remote Pilot Certificate or ability to obtain one with 6 months of start date.
- Must have no misuse of drugs and/or alcohol within two (2) years prior to employment or while employed.
- Must have excellent attendance record and no attendance disciplinary actions with in the last six (6) months.
- Must have no history of suspension, last chance agreement or dismissal with in the last (6) months.
- Must have a successful employment history with the Tulalip Tribes or other employers.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

ENVIRONMENT

- Work is performed in an office environment with some field trips to locations in and around the Tulalip Reservation for the purpose of data collection and fieldwork.

PHYSICAL DEMANDS

- Manual and finger dexterity for the operation of personal computer, office machines and routine paperwork. Hearing and speaking to exchange information.
- Seeing to view a computer monitor and read a variety of maps and documents, tolerance to be exposed to computer screen for prolonged periods.
- Stamina to sit, stand and/or walk for prolonged periods in any weather condition in outdoor terrain while carrying equipment and supplies during field studies.
- Mobility to bend, stoop, and/ or climb stairs.
- Ability to lift objects weighing up to 50 lbs.

SPECIFIC JOB DUTIES PERFORMED:

ESSENTIAL DUTIES

- GIS data collection (including fieldwork), geodatabase development, geodatabase maintenance, geodatabase administration, data conversion, digitization, data editing and integration, and other database administration duties.
- Produce wide array of GIS products including cartographic maps, map books, web maps, electronic files, web pages and REST services.
- Spatial analysis, 3D analysis, data modeling, scripting, and reporting.
- Design, develop, implement, and maintain custom GIS and web map applications using Web AppBuilder, Python, and JavaScript.
- Operate and support various software applications including: ArcGIS Desktop 10.x (Required), ArcGIS Pro (Preferred), ArcGIS for Server 10.x (Preferred), Web AppBuilder (Preferred), MS SQL Server (Preferred).
- Create documentation to describe the data (metadata), program development, logic, coding, and corrections
- Troubleshoot errors others encounter while using ArcGIS.
- Contributes to and leads projects by reviewing existing data, recommending data needs, accessing available digital data from other sources, and determines analyses to fulfill project requirements.
- Work with GIS staff and other tribal department staff on various extended fieldwork projects.
- Perform routine maintenance of GIS-related hardware such as mapping grade GPS devices, plotters, scanners, PC, laptops, tablets, and other devices and tools.
- Communicate positively with internal and external customers to address their needs promptly, and following through on commitments.
- Detailed evaluations of existing and proposed systems and related operational procedures, and recommend necessary changes.
- Utilize computer technology to perform research, analyze and transfer data, write reports, and present data and documentation.

OTHER DUTIES

- Perform related duties as needed and assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.