

Employment Opportunity

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Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Geographical Information Systems (GIS) Specialist

PAY RANGE: \$28.00-\$42.00

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: The GIS Specialist performs duties in the development and maintenance of Tulalip Tribes GIS system, which supports the GIS needs of all tribal departments. It requires knowledge of GIS concepts and software, as well as GIS dataset types and formats. Responsibilities include developing and maintaining GIS data, custom map production, field data collection and geospatial analysis. Field data collection will be conducted using unmanned aerial vehicles and GPS equipment.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/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:

- Associate degree in GIS, Information Technology, Computer Science, Engineering, geography; 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, ABILITIES, AND SKILLS:

KNOWLEDGE OF

- Current GIS technologies (including hardware, software, and equipment) and industry trends
- Analytical, problem-solving, and troubleshooting skills
- Visual communication and data mapping theories
- GIS application development, 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

- Database techniques to process and analyze geo-spatial datasets
- Scientific research and data collection techniques
- User Acceptance Testing, metadata, hardware/software configurations, and GIS standards

ABILITY AND SKILLS 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 meet business needs
- Learn latest programs, platforms, and tools to complete 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
- Work with a variety of individuals from diverse backgrounds
- Understand disciplines of other departments and entities

EXPERIENCE:

- One (1) or more years of recent work experience using ESRI software. This experience must include collecting field data, creating maps, and geoprocessing.

OTHER REQUIREMENTS:

- None

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

ENVIRONMENT

- Work performed is in an office environment with some fieldwork 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 computers, office machines and routine paperwork.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor to 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 including.
- Ability to lift objects weighing up to 50 lbs.

SPECIFIC JOB PERFORMED:

ESSENTIAL DUTIES

GIS data collection (including fieldwork), geodatabase maintenance, data conversion, digitization, data editing and integration.

Produce a wide array of GIS products including cartographic maps, map books, web maps, electronic files.

Spatial analysis, 3D analysis, data modeling and reporting.

Operate and support various software applications including ArcGIS Enterprise (Required), ArcGIS Desktop 10.x (Required), ArcGIS Pro (Required), ArcGIS for Server 10.x (Preferred), ArcGIS Web AppBuilder (Preferred), Autodesk Civil 3D (Preferred).

Operate and support various hardware devices including small Unmanned Aerial Systems / UAVs (Required), Survey grade GPS (Required), Ground Penetrating Radar (Preferred).

Create documentation to describe the data (metadata), program development, logic, and corrections.

Train and support users in the use of GIS applications (including ArcGIS), other GIS products and promote GIS solution to departments.

Contributes to 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 projects.

Perform routine maintenance of GIS-related hardware such as survey 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 follow 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, author reports, and present data and documentation.

OTHER DUTIES

Perform related duties as needed and assigned.

PAY:

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employees may be required to work after hours, weekends, special events and/or on call. Upon successful completion of the applicable probationary period, the 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.