



Job Title: GIS Technician
Department: Natural Resources
Reports to: GIS Analyst
FLSA Status: Non-Exempt
Salary Grade: \$24.29 – \$34.01
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the GIS Analyst, the GIS Technician shall utilize the Tribe's Geographic Information Systems (GIS) to perform analysis, map production and data management (including data acquisition, processing and organization) in support of the Tribe's departments and staff. The GIS Technician shall be responsible for working in close collaboration with other GIS staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work as a team member with other staff as directed to increase access and facilitate broader use of spatial data and technology among departments, Tribal officials, and Tribal Members.
2. Perform GIS analysis and map production using ESRI's ArcGIS Platform, including ArcGIS Pro, ArcGIS Online, and other software as needed.
3. Assist in creation of digital data in support of the Tribe's operations including, but not limited to, natural resources, cultural resources, forestry, land management, planning, real estate and demographics.
4. Support field staff's use of tablets and GPS equipment to collect and process geographic data, including helping plan field work and setting up field apps for data collection (e.g., Field Maps, Survey123). This position may require some direct field data collection work as well.
5. Perform GIS data quality control, including reviewing data for completeness and accuracy, identifying and correcting errors and/or omissions in the data.
6. Support cataloging and inventory of GIS data, including metadata creation.
Support the use and maintenance of GIS-related equipment including Global Positioning System (GPS) equipment, tablets, large format plotters, and large format scanners.
7. Work with consultants, local, state, federal, and other Tribal government agencies and community organizations as directed.
8. Provide prompt responses to end user GIS/GPS support related requests, including diagnosing hardware and software issue/problems whether in person, on the phone or via other electronic methods.
9. Use established equipment check-in/out procedures to track GPS related equipment.
10. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the GIS Technician. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate orally, repeatedly use hands, arms and fingers to handle/operate tools and equipment, regularly walk, stand, or sit for extended periods of time, raise or lower objects, stoop and occasionally lift up to 25 pounds. Will occasionally carry up to 25 pounds of weight for distances up to 2 miles in various weather conditions and across various surfaces. This weight will be constituted by the following items, but not limited to them: equipment, tools, etc. The physical ability to tolerate required personal protective equipment such as safety boots, work gloves, safety glasses, ear protection, safety vest, and hard hats. Will often be required to travel by automobile, commercial or private carrier. Local travel is occasionally required, statewide and national travel is occasionally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works in an office, walking to and within various office sites. The employee may occasionally work outdoors in all temperatures and weather conditions, traversing steep and uneven terrain while being exposed to hot, wet and/or humid conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to navigate sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Knowledge and experience with ESRI and Trimble Products, databases, and mobile data collection.
4. Basic knowledge of CAD functionality and programs.
5. Knowledge of natural and cultural resources.
6. Knowledge of principles of cartography including PLSS, coordinate systems, latitude, longitude, elevation, topography, and map scales.
7. Ability to make decisions independently in accordance with established policy and procedures.
8. Ability to use word processing software, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to manage multiple tasks and meet deadlines.
10. Ability to use judgment and discretion in interpreting complex guidelines, ordinances, etc.
11. Ability to establish and maintain effective working relationships with other employees, public agencies, consultants, contractors, other Tribal governments, and the public.
12. Ability to read and interpret maps, aerial photos, property descriptions, surveys, charts, diagrams, and graphs.
13. Ability to read and understand technical documents and manuals.
14. Ability to understand and create metadata and other documentation.
15. Working knowledge and experience with current Windows OS, Microsoft Office 365, and relational databases.

QUALIFICATIONS

- A. An Associates degree in geography, computer science, engineering, natural resources or related field (with coursework in GIS) OR GIS Certificate required. A combination of education and relevant work experience may be considered.
- B. Experience using GIS and/or GPS in field application context preferred.

- C. Knowledge of scripting, programming, and/or database development desirable.
- D. Current and valid Oregon driver's license (or the ability to obtain one if hired) in good standing is required with no insurability restrictions from the Tribe's insurance carrier.