



Job Title: GIS Analyst
Department: Natural Resources
Reports to: Natural Resources Director
FLSA Status: Exempt
Salary Grade: \$31.39 - \$43.95
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 direct supervision of the Natural Resources Director, the GIS Analyst shall utilize the Tribe's Geographic Information System (GIS) to perform analysis, data modeling, programming, database design, data management (including acquisition, processing, organization, and administration), and the production and maintenance of maps, apps, and digital assets in support of the Tribe's departments and staff. The GIS Analyst will provide basic end user support for tasks related to GIS and GPS hardware and software, including installing, configuring, troubleshooting, and updating. The GIS Analyst shall collaborate with the Natural Resources Director as well as staff from other Tribal departments, Tribal entities, and outside organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides direct supervision to the GIS Technicians; assists with hiring, orienting, and training staff; assigns and delegates work; establishes guidelines and performance expectations; and provides performance feedback and evaluation. Provides advice, counsel, and/or instruction to staff and assists with disciplinary measures as necessary.
2. Work as a team member with other Tribal staff as directed to increase access and facilitate broader use of spatial data and technology among departments, Tribal officials, and Tribal Members.
3. Perform GIS analysis, map production, and digital asset creation using ESRI's ArcGIS Platform, including ArcGIS Pro, ArcGIS Online, and other modeling and graphics software as needed.
4. Create and update geospatial data, including digitizing and compiling features to maintain topologically correct spatial relationships in support of the Tribe's operations including, but not limited to, natural, cultural, and aquatic resources, forestry, land management, planning, surveying, transportation, real estate and demographics.
5. Work with other Tribal departments and staff to develop project plans including geospatial data needs, spatial data standards and queries, and to develop and maintain appropriate geospatial tools and/or reports to meet end-user needs.
6. Coordinate and support field staff's use of tablets and GPS equipment to collect and process geographic data, including helping plan field work data needs, setting up field apps (e.g. Field Maps, Survey123) and related equipment for data collection, providing staff training in data collection needs and procedures, data processing (including performing differential correction), and integrating collected data into the GIS.
7. Manage and engage in field and data visualization application development, testing, deployment, and troubleshooting, including field data collection.
8. Perform GIS/GPS data quality control, including reviewing data for completeness and accuracy, identifying and

correcting errors and /or omissions in the data and working with field personnel to assure timely and accurate spatial data is entered and maintained in the GIS.

9. Coordinate and support use and maintenance of GIS related equipment including Global Positioning System (GPS) equipment, tablets, large format plotters, and scanners.
10. Identify potential problems with analysis assumptions and data quality and apply established quality assurance processes to resolve problems or escalate them as needed.
11. Support environmental analysis necessary for completion of Tribal and cooperative projects.
12. Maintain department cartographic standards, processes and templates, and database updates as needed.
13. Maintain catalog and inventory of GIS data, including metadata creation.
14. Maintain relationships with consultants, local, state, federal, and other Tribal government agencies and community organizations as needed to facilitate exchange of data and to complete cooperative projects.
15. Maintain and update established equipment check-in/out procedures to track GIS/GPS related equipment.
16. Support the roll-out of new applications and testing and evaluation of new GIS/GPS technologies
17. Responsible for GIS/GPS hardware and software installation and updates. Coordinates with IT staff and vendors to support end users.
18. Maintain database of GIS/GPS software and hardware licenses and annual maintenance needs.
19. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. 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 frequently required, statewide and national travel is occasionally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, using some other combination of skills and abilities.

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. Demonstrated effectiveness in the ability to manage multiple work assignments, projects, priorities, & issues, often under strict deadlines with short turn-around times.
6. Ability to make decisions independently in accordance with established policy and procedures.
7. Ability to exercise excellent organization, time management, analytical, and problem-solving skills.

8. Ability to work independently, show initiative, creativity and take ownership of all projects and assignments to achieve positive results.
9. Ability to read, understand and interpret maps, aerial photos, property descriptions, surveys, charts, diagrams, graphs, technical documents and manuals, complex guidelines, ordinances, and graphs, as well as the ability to write such documents for use by others.
10. Working knowledge of principles of cartography including coordinate systems, latitude, longitude, elevation, topography, and map scales.
11. Working knowledge of GIS and GPS procedures and workflows.
12. Working knowledge of common GIS industry programming languages and best practices.
13. Ability to analyze, diagnose, and resolve user problems, and perform routine maintenance on GIS and GPS systems and components as well as configure associated software and related peripherals, whether in person, on the phone or via other electronic methods.
14. Demonstrated knowledge of the principles of and current trends in geographic information and global positioning systems including software, hardware, and programming.
15. Working knowledge of forest, aquatic, and environmental practices both in general and under the National Indian Forest Resources Management Act (NIFRMA) and Oregon Forest Practices Act (OFPA).
16. Familiarity with the Indian Trust Asset Reform Act (ITARA), the Northwest Forest Plan (NFP), the National Environmental Policy Act (NEPA), and the National Historic Preservation Act (NHPA).
17. Ability to work cooperatively, develop and maintain effective working relationships with other departments, employees, public agencies, consultants, contractors, other Tribal governments, and the public to accomplish assigned tasks.
18. Working knowledge and experience with current Windows OS, Microsoft Office 365, and relational databases.
19. Ability to use judgment and discretion in interpreting complex guidelines, ordinances, etc.
20. Ability to understand, interpret, and create metadata and other documentation.

QUALIFICATIONS

- A. Bachelor's degree in geographic information science, geospatial science, geography, computer science, engineering, forestry, natural resources or related field (with coursework in GIS) plus five years of relevant work experience. A combination of education and experience may be considered.
- B. Two years of supervision experience required.
- C. Experience using and developing GIS and/or GPS for field data collection required.
- D. Robust knowledge of scripting, programming, and/or database development typical to GIS applications required.
- E. Working knowledge of western Oregon forestry practices and procedures preferred.
- F. Knowledge of planning and infrastructure practices preferred.
- G. Superior customer service and motivation skills necessary. Must be self-driven, results-oriented with a positive outlook and clear focus and be accustomed to making independent decisions/judgments about work priorities.
- H. 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.

Signature below signifies understanding of the above job duties and responsibilities.

Employee Signature

Date