*** VACANCY ANNOUNCEMENT ***

POSITION: GIS Technician
PROGRAM: Planning
DEPARTMENT: Transportation
STATUS: Full-Time/Permanent, Non-Exempt
LOCATION: DOT Administrative Offices, El Reno, OK
ISSUE DATE: March 16, 2020
CLOSING DATE: Until Filled

DUTIES & RESPONSIBILITIES: The GIS Technician shall fall under the direct supervision of the Transportation Planning Director within the Planning Division of the Department of Transportation. The GIS Technician shall be relied on to assist in the management of the Tribal Geographical Information System (GIS) data and must possess the necessary tools and skills to manage GIS projects and perform applicable technical assistance to support the overall success of the TIP Program’s goals. The GIS Technician position requires a candidate that has sufficient knowledge in the creation, collection, retention and editing of geospatial data, ability to create cartographic products, statistical summaries and reports, and must maintain GIS data files and documentation. The GIS Technician shall be relied on to collect data in the field that is in the context of transportation planning and/or meets transportation-related criteria. The incumbent should be well versed in problem-solving and able to trouble-shoot the Tribal GIS database when necessary. Incumbent should possess strong communication skills, strive to focus on continuous improvement, be effective, efficient and accountable in service delivery, and be attentive to details in the performance of tasks. Expectations for this position are that the candidate must:

- Produce cartographic products for paper and online distribution.
- Create, edit, and QA/QC geospatial data including metadata documentation.
- Create statistical summaries, reports, and other GIS products.
- Collect data and information from a variety of sources for the development and maintenance of the GIS database.
- Data verification and field work which entails the use of GPS equipment.
- Provide data or maps to meet expectations of Tribal government staff.
- Manage reoccurring and as-needed data and map requests.
- Assist with the maintenance of database and GIS systems.
- Must adhere to the Tribes’ Property and Supply Policies to manage any and all Tribal Property in the performance of duties (i.e. vehicle usage logs,
maintenance logs, incident reports, etc.) and to ensure the integrity of Tribal assets.

- Must be willing to work in the elements of nature in the performance of duties and tasks.
- Maintain a personal knowledge of GIS innovations and related hardware/software matters.
- Obtain access to Road Inventory Field Data System (RIFDS) to prepare and submit transportation facility data for inclusion in Tribes’ National Tribal Transportation Facility Inventory (NTTFI).
- Perform other duties as assigned.

**QUALIFICATIONS:** The GIS Technician position requires a motivated, quick learning individual who is able to work in unison with coworkers to accomplish planning goals. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Equivalent combination of education and direct, relevant and progressive experience may be accepted in lieu of educational requirement.
- At least two (2) years of practical work experience using ESRI software is required (practical experience acquired in the classroom is acceptable). A GIS certificate from an accredited university or community college can substitute for work experience in GIS.
- Minimum education requirements: High School Diploma or GED and some college coursework in GIS or related field, such as geography or computer science.
- Hands-on experience with GPS equipment and field collection techniques is desired.
- Must have some formal GIS education, or have introductory GIS experience.
- Experience with ESRI’s desktop GIS software (ArcGIS).
- Physical ability to work in the field.
- Ability to read various legal descriptions and locate them.
- Ability to identify and navigate to mapped locations.
- Attention to detail is a must.
- Ability to complete projects within specified timeframes.
- Ability to maintain confidential and sensitive information.
- Excellent problem solving, time management and verbal/written communication skills including ability to communicate effectively with external and internal stakeholders.
- Ability to work as a member of a team and work with tight deadlines.
- Must have work experience with GIS software preferably ArcGIS.
• Must have experience collecting, downloading, and editing GPS field data, preferred experience with Trimble hardware and TerraSync/Pathfinder software.
• Must be willing to attend various training programs, specifically training offered by the Branch of Geospatial Services (BOGS) and Bureau of Indian Affairs Department of Transportation (BIADOT).

A qualified candidate/employee must have a valid driver's license and submit a current Motor Vehicle Report (MVR) for consideration.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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