

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-34**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS (Part-Time Temporary)

POSITION: GIS Technician I
OPENING DATE: June 21, 2017
CLOSING DATE: Open Until Filled
DEPARTMENT: Administrative Services
SALARY RANGE: NE-9; \$26,187 - \$39,270

Position Summary:

The GIS Technician provides support to the Laguna residential/commercial property boundary data collection process. Support also includes develop and maintain feature datasets relating to the Property Boundary database. Data will be collected using GPS and converting paper documentation into electronic datasets.

Essential Duties and Responsibilities:

- Creates, updates, and edits maps using ArcInfo ArcGIS 10.x software.
- Operates and collects GPS data both survey and mapping grade for entry into the GIS database.
- Creates and updates metadata, including documenting work flow procedures for collecting/updating GIS & GPS data both in the office and in the field.
- Verifies existing GIS data, both in the office and in the field.
- Updates spatial and tabular data in shapefile, file geodatabase, and SDE geodatabase file formats.
- Supports GIS Manager with creating/updating GIS mapping applications.
- Creates GIS data from paper maps, and scanned maps.
- Provides GIS support to Property Boundary Project as requested.
- Effectively communicates organizational values, strategies, and objectives.
- Represents the program, department, and the Pueblo through effective communication and relationship building initiatives to internal and external entities in all matters regarding program operations.
- Consistently applies the Pueblo's Core Values to support Workforce Excellence.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Education / Experience Qualifications:

High school diploma with at least one (1) year of experience with ESRI ArcGIS Desktop is required; Associates degree in GIS preferred; an equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred. Must be able to successfully pass the Pueblo's background investigation requirements.

Background Investigation Requirements:

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications

- Knowledge of the Pueblo of Laguna's government structure, business environment, customs and traditions, and concepts applicable to program operations.
- Knowledge of applicable Pueblo of Laguna, local laws, regulations, ordinances, and legislation.
- Knowledge of proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of ArcGIS ArcInfo 10.x.
- Knowledge of geographic information systems, their capabilities, and related geographic principles, including geo-referencing and projection systems.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill with computer software, including Microsoft Word, Excel, PowerPoint, Access, Outlook and Adobe Professional.
- Skill in preparing GIS-based maps for inclusion in documents and presentations.
- Ability to interact, maintains good working relationships with, and provides customer service to individuals of varying social and cultural backgrounds.
- Ability to communicate effectively, both verbally and in writing; fluency in the Laguna language preferred.
- Ability to meet deadlines.
- Ability to prioritize work and research information.
- Ability to work independently or in a team environment as needed.
- Ability to travel for training and participation in GIS related activities.
- Ability to maintain confidentiality of individual and Pueblo information.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is regularly performed outdoors where exposure to adverse weather conditions such as extreme heat, wind, blowing dust and snow are common. Prolonged standing and walking may be required on uneven surfaces or unstable ground. Situations where safety-toed shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentation, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES