

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-102**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: GIS Technician I
OPENING DATE: November 14, 2024
CLOSING DATE: November 22, 2024
DEPARTMENT: Administrative Services Department
SALARY RANGE: NE9; \$28,829 - \$43,258

Position Summary:

Under general direction of the GIS Manager, the GIS Technician I provide support for the Laguna residential/commercial property boundary data collection process. Collects data using survey and mapping GPS; converts paper documentation into electronic datasets. Develops and maintains feature datasets relating to the Property Boundary database. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties and Responsibilities:

- Creates, updates, and edits maps using ESRI ArcMap 10.x and ArcPro 3.x software. Create maps in ArcGIS Online to be used to update field data.
- Operates and collects GPS data both survey and mapping grade using Trimble Business Center and/or Pathfinder to convert GPS data for entry into the GIS database.
- Operate Trimble RTK & Total Station equipment for data collection or locating features in the field.
- Draw legal descriptions and/or plats in ArcGIS Pro or ArcMap.
- Creates and updates metadata, including documenting workflow 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 enterprise geodatabase file formats.
- Supports GIS Manager with creating/updating GIS mapping documents.
- Creates GIS data from paper maps, and scanned maps.
- Provides GPS support to property boundary projects as requested by Mayordomos or other officials.
- Maintains the 911 address database and submits new addresses to the State of New Mexico.
- Provides Physical Address Certificates to community members.
- Assist, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High school diploma; required. Three (3) years of experience with ESRI ArcGIS Desktop; required. GIS Certificate; preferred. FEMA ICS 100, 200, 700, 800 Certifications preferred. Must obtain within six (6) months of hire. A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The GIS Technician I is designated as a High-Risk Public Trust (HRPT) position.

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, and concepts applicable to program operations.
- Knowledge of applicable laws, regulations, ordinances, and legislation.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out duties.
- Knowledge of ArcGIS ArcMap 10.x and ArcPro 3.x.
- Knowledge of geographic information systems, their capabilities, and related geographic principles, including geo-referencing and projection systems.
- Knowledge of basic FEMA policies, regulation, and processes regarding emergency incident response and management.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill with computer software, including current versions of Microsoft Windows, Word, Excel, PowerPoint, Access, Outlook, and Adobe Acrobat Professional.
- Skill in preparing GIS-based maps for inclusion in documents and presentations.
- Ability to understand and translate technical terminology and reports into a clear and logical format.
- Ability to establish priorities, and to coordinate and organize work activities.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interact, maintain good working relationships with, and provide customer service to individuals of varying social and cultural backgrounds.
- Ability to communicate effectively, both verbally and in writing.
- Ability to meet deadlines.
- Ability to prioritize work and research information.
- Ability to work independently or in a team environment.
- Ability to maintain confidentiality; to demonstrate self-responsibility and accountability.

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 polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES