



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 08/01/2024

Closing Date: 08/14/2024

Position Title: Geographical Information System (GIS) Administrator

Department: Natural Resources

Work Schedule: Monday- Friday 8:00AM- 5:00PM (Varies)

Wage Rate: Pay Range 71: \$45.06-\$57.68/HR/Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

Open

POSITION TITLE: Geographical Information System (GIS) Administrator WORKSITE:
Tule River Indian Reservation
Natural Resources Department

GENERAL POSITION DESCRIPTION:

The Geographical Information System (GIS) Administrator creates data and maintains GIS data as well as fulfilling map and data requests; prepares GIS programs and applications; designs, develops, and implements interface with GIS and other systems; consults with users to determine GIS needs and identifies applications, data requirements and sources. This position works with considerable independence under the general supervision of the Natural Resource Director.

DUTIES AND RESPONSIBILITIES:

1. Collect, organize and maintain geospatial data relevant to the tribal community, including boundaries, natural resources, cultural resources, infrastructure and other spatial data layers.
 2. Participate in Tribal planning meetings, providing geospatial expertise and recommendations for informed decision making upon request.
 3. Perform geospatial analysis and produce reports, spreadsheets and related GIS products.
 4. Implement web-based mapping applications to improve information dissemination and data collection among Tribal Government departments
 5. Prepares, plans, produces, maintains, and updates a variety of maps, drawings, and tables, displaying layers and attribute data from databases.
 6. Manage GIS projects from inception to completion, including planning, development, execution, monitoring, and maintaining the Tribal GIS database.
 7. Analyzes, troubleshoots, and resolves GIS application problems; communicates with internal and external technical resources to resolve end user issues; provides guidance to users on methods for correcting reported problems.
 8. Provides technical support and training to tribal government departments staff in the use of GIS related programs to accomplish and support projects and programs.
 9. Protect the safety, integrity and privacy of the Tribe's sensitive information.
 10. Develop working relationships with regional GIS peers, including staff at Tribal, Federal, State and Local governments and share information as appropriate.
 11. Keep up with rapidly changing GIS technology by reading industry blogs, websites, white papers and attending webinars, trainings, conferences, user group meetings, etc.
 12. Perform other related functions in support of the GIS program and other duties as assigned by the Director and management TEAM.
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QUALIFICATIONS:

TRTC APPROVED: 9/29/2023

1. Bachelor's degree in Geographic Information Systems is desirable or at least 2-years of increasingly responsible GIS experience or equivalent combination of education and experience.
2. GIS Certificate is highly desirable.
3. Proficiency in GIS software, such as: Esri ArcGIS and Program skills languages like Python, SQL, JavaScript.
4. Valid California Driver's License and insurable through the Tribe.
5. Must successfully complete a pre-employment drug/alcohol screen and background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to collaborate and work with a diverse team and within the policies, guidelines of Tule River Indian Tribe.
2. Adequately proficient in GIS analysis and implementation.
3. Deep understanding of ArcGIS Desktop tools and ArcGIS Enterprise.
4. Knowledge of computer hardware, software, and cloud-based environments (i.e., ESRI, Microsoft, AWS).
5. Ability to work across departments to identify needs and uses for GIS and to measure improvements and efficiency gains within departments.
6. Effective written and verbal communication skills—ability to communicate technical information to non-technical groups.

WORKING ENVIRONMENT:

Work performed is primarily an office Classification with moderate noise levels although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Occasionally must be able to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Reports To:	Natural Resource Director
Supervises:	None
Salary:	Pay Range 71: 45.06/HR -57.68 Paid Bi-weekly/ Overtime Eligible
Working Hours:	40 Hours per week/ Flexible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE, VETERAN PREFERENCE