



**PASKENTA BAND OF NOMLAKI INDIANS
TRIBAL GOVERNMENT
Geographic Information Systems Analyst
Position Description**

Reports to: Tribal Historic Preservation Officer (THPO)	Open:
Job Class: Non-Exempt; Part Time-On Call-Virtual	Closes: until filled
Email or fax resumes to: hr@paskenta.org	Projected Start Date: TBD
<i>“Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band’s Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage”.</i>	

POSITION SUMMARY

The Geographic Information Systems (GIS) Analyst will work at managing multiple priorities involving cultural resource information systems to organize, process and utilize information for cultural preservation. Duties include specific tasks in several areas of responsibility: Cultural Geography utilizing (GIS) technology, data acquisition and storage of electronic records for long-term preservation, current use and future retrieval, response to site inquiries and tower notifications, and identify opportunities to integrate multimedia to generate innovative perspectives in current site protection work. This position requires the ability to work efficiently and effectively in a fast-paced office environment and is expected to handle highly sensitive, confidential, and political information. The GIS Analyst must be a self-starter, have a high level of concentration, and stay on task through completion.

DUTIES & RESPONSIBILITIES

1. Creates maps and graphs, using GIS software and related equipment.
2. Keeps updated with new technology and practices in the field through extension courses and professional association seminars.
3. Meets with users to define data needs, project requirements, required outputs, or to develop applications.
4. Conducts research to locate and obtain existing databases.
5. Gathers, analyzes, and integrates spatial data from staff and determines how best the information can be displayed using GIS.
6. Compiles geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
7. Analyzes spatial data for geographic statistics to incorporate into documents and reports.

Paskenta Band of Nomlaki Indians
Tribal Monitor

8. Designs and/or updates database, applying additional knowledge of spatial feature representations.
9. Analyze geographic relationships among varying types of data.
10. Prepares metadata and other documentation.
11. Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.
12. Operates and maintains GIS system hardware, software, plotter, digitizer, color printer and video camera.
13. Moves, copies, deletes, and adds files, drawings, and maps to output reports in hard copy or electronic transfer.
14. Collects and manages cultural geographic data using GIS.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School diploma, and/or GED required; with a GIS certificate program or a Bachelor of Science emphasizing GIS. Exposure to Native American culture and/or spirituality preferred.
2. Must have excellent communication skills in verbal and in written form. Ability to maintain a high level of accuracy and confidentiality concerning Tribal matters by using tact, diplomacy, and an understanding of the organizational culture, climate, and/or politics. Excellent interpersonal skills in person, by phone and email using professional and courteous etiquette with sensitivity to the diversity of a multi-cultural audience and with cultural sensitivity.
3. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. The ability to convey GIS/spatial information to non-GIS/technical people. Knowledge of various methods of describing the location and distribution of land, sea, and air masses including their physical locations, relationships, and characteristics. Ability to read topographical maps, and the ability to create sketch maps for site identification.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
5. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Must be proficient in Microsoft Office applications with the ability to use email, spreadsheets, database management software including internet software, and spreadsheet software. Proficient in computer programs (i.e., ArcGIS) to solve problems. Demonstrative knowledge and experience using electronic equipment such as global position systems and digital cameras.

Paskenta Band of Nomlaki Indians
Tribal Monitor

NOTE TO APPLICANTS

Must meet the licensing requirements by the Paskenta Gaming Commission. Must have a Valid California driver's license. Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Completion of 30 hours of safety training required. Completion of 40 hours of hazardous materials training required. Completion of Wildland Fire ('Red Card') training required. California/Federal Incident Command training required. Training in ground penetrating radar required.

PHYSICAL DEMANDS

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 with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel and reach with hands and arms, talk, hear, and smell. The employee is occasionally required to stand, walk; climb and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Visual acuity to operate equipment and read technical and safety information is a must. This position requires the physical agility to access cultural sites in diverse terrain.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.

Work hours may vary depending on special projects and as needed, to include some evenings, weekends, and occasional holidays.

ADDITIONAL CONDITIONS OF EMPLOYMENT

Must recognize and maintain confidentiality and ensure security of sensitive Tribal Council matters and actions. Must be able to work with diverse population and with cultural sensitivity. Must be willing to sign the Tribe's Non-Disclosure, Non-Disparagement and Confidentiality Agreement.