VACANCY ANNOUNCEMENT

POSTING NO: 079-14

OPENING DATE: 09/22/2014

CLOSING DATE: Open Until Filled

POSTED: IN AND OUT

POSITION: GIS Specialist

PAY GRADE: E5 ($16.63/h to $20.41/h)

FLSA STATUS: Exempt

DEPARTMENT: Public Services, Surveying and Mapping Division

REPORTS TO: Realty Manager

GIS SPECIALIST

Designs, administers and maintains geographic information systems (GIS) databases including maintenance, data loading and integration; ensures the security and storage of all data related to the GIS system for the Pueblo of Isleta (POI). Performs field work and verifies accuracy of reference points on record. Processes collected field data to produce new GIS data layers and edit existing data layers. Creates and compiles data using surveying notes, aerial photography, satellite data, GSP data, tabular data and various maps. Interprets data in various formats and correlates it within GIS. Generates maps from source data; prints maps containing utilities, roads or other infrastructure as requested.

Minimum Qualifications/Requirements:

- Bachelor’s degree in Geography, Geographic Information Systems, or any combination of education and experience that would provide the required knowledge and abilities
- Three (3) years’ experience as a GIS Technician/Coordinator

Knowledge, Skill and Ability Requirements: On a Separate Sheet of Paper - Describe how you obtained these knowledge, skills and abilities.

- Knowledgeable of and ability to use, computer aided drafting (CAD)/GIS mapping software related to land use, resources, transportation planning, cadastral mapping, and other applications required for general public service projects and developments.
- Knowledge of GIS mapping software modules/extensions to include, but not limited to: 3D analyst, Spatial Analyst, Network Analyst, etc.
- Ability to collect field data, transfer and integrate new data with existing data.
- Ability to interpret and convey GIS information to non-GIS technical individuals. Must have good attention to detail to maintain and enter data in a GIS database.
- Above average written and oral communication skills for creating and presenting data reports

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies; and pass a drug test.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.