



## COQUILLE INDIAN TRIBE

**Job Title:** GIS Manager  
**Department:** IT Department  
**Reports to:** IT Director  
**FLSA Status:** Exempt – Full time  
**Salary Grade:** \$30.05 - \$45.08  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the IT Director, designs, operates, supervises, and maintains the Coquille Indian Tribes Geographic Information System (GIS) and related software and hardware. Develops and/or acquires spatial and other data and resources necessary to fulfill requirements of position. Plans, coordinates, and reviews GIS activities among all Tribal Departments and between the Tribe and other organizations. Coordinates, manages and directs GIS database/application development, definitions, maintenance and implementation. Provides and/or facilitates GIS and GPS training and technical support for system users. Provides assistance and coordination of mapping, graphic illustrations and related reports for the Tribe.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise the GIS team including providing input in hiring, training, evaluation, and termination. Regularly provides performance coaching and employee development plans.
2. Maintains GIS Program objectives.
3. Plan, develop, implement, maintain, and support the data and user applications related to the Tribe's GIS program.
4. Coordinate the development and management of GIS project plans including defining requirements, tasks, required outputs, and resource assignments, ensuring that approved quality levels and deadlines are met.
5. Create and update geospatial data, including digitizing and compiling features to maintain spatial relationships using topology, in support of the Tribe's applications including, but not limited to, natural, cultural, and aquatic resources, forestry, land management, planning, surveying, transportation, real estate and demographics.
6. Perform environmental analysis necessary for completion of Tribal and cooperative projects.
7. Perform GIS analysis and map production using ESRI's ArcGIS Platform, and other modeling and graphics software as needed.
8. Perform GIS/GPS data quality control, including reviewing data for completeness and accuracy,

identifying and correcting errors and/or omissions in the data and working with field personnel to assure timely and accurate spatial data is entered and maintained in the GIS.

9. Ensure the timely implementation and completion of GIS-related projects. Timely communication of project delays, needs, and changes to all relevant parties.
10. Prepare recommendations for the establishment and/or revision of policies, standards, and procedures for the management and operation of the Tribe's GIS program. Develops and maintains technical documentation relevant to the ongoing support of the Tribe's GIS program.
11. Maintain department cartographic standards, processes and templates, and database updates as needed.
12. Catalog and inventories GIS data, including creation of metadata.
13. Provide Tribal Departments with the most recent and accurate GIS data available to support project needs.
14. Work as a team member with other Tribal staff as directed to increase access and facilitate broader use of spatial data and technology among departments, Tribal officials, and Tribal Members.
15. In coordination with IT Director, plan, implement, oversee, and maintain the infrastructure and function of the Tribe's GIS program to include requirements analysis, solution selection, installation, configuration, database structure and maintenance of hardware and software.
16. Provide training and support field staff's use of GPS equipment to collect and process geographic data including planning field work, developing data dictionaries, data processing (including performing differential correction) and integrating collected data into the GIS.
17. Facilitate the use and maintenance of GIS related equipment including Global Positioning System (GPS) equipment, large format plotters and scanners.
18. Conduct field application testing and troubleshooting including field data collection in both rural and urban settings.
19. Support the roll-out of new applications and testing and evaluating of new GIS/GPS technologies.
20. Develop and provides GIS and GPS related training, technical guidance and assistance to GIS team and other Tribal departments, ensuring staff using GIS/GPS have the training and technical support needed.
21. Work with Tribal Departments to develop standards, protocols, and conventions; reviews completed work to ensure compliance.
22. Attend training, conferences, and seminars, as required to develop and retain a contemporary knowledge of GIS products and services.
23. Serve as a liaison with GIS/GPS vendors and other agencies, municipalities and organizations for the proper acquisition, installation, operation, and maintenance of GIS-related resources.
24. Interface with consultants, local, state, federal and other Tribal government agencies, and community organizations regarding GIS projects.
25. Assist in preparing and managing the annual budget and monitoring program expenditures including coordinating cost sharing, managing contracts, and assisting in writing grant proposals. Prepares and submits requisitions and contracts following Tribe's procurement policies.
26. In coordination with IT Director, ensure compatibility of GIS and GPS systems with current infrastructure.
27. Design and develop protocols and routines to standardize and facilitate data flow between Tribal departments and develops standards for receipt of external data.
28. Utilize technology tools for assisting GIS users, team meetings and day to day communications.
29. Participate as a member of the Tribe's Incident Command Team as requested.
30. Perform other duties that are pertinent to the function, authority, and responsibility of the position as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

### **PHYSICAL REQUIREMENTS**

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. While performing the duties of this job, the employee is regularly required to communicate orally, repeatedly use hands, arms and fingers to handle/operate tools and equipment, regularly walk, stand, or sit for extended periods of time, raise or lower objects, stoop and occasionally lift up to 25 pounds. Will occasionally carry up to 25 pounds of weight for distances up to 2 miles in various weather conditions and across various surfaces. This weight will be constituted by the following items, but not limited to them: equipment, tools, etc. The physical ability to tolerate required personal protective equipment such as safety boots, work gloves, safety glasses, ear protection, safety vest, and hard hats. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works in an office, walking to and within various office sites. The employee may occasionally work outdoors in all temperatures and weather conditions, traversing steep and uneven terrain while being exposed to hot, wet and/or humid conditions.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Demonstrated effectiveness in the ability to manage multiple work assignments, projects, priorities, & issues, often under strict deadlines with short turn-around times.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. Ability to work independently, show initiative, creativity and take ownership of all assigned projects to achieve positive results.
7. Advanced knowledge and experience with ESRI & Trimble Products, GIS database administration, and mobile data collection.
8. Basic knowledge of CAD functionality and programs.
9. Working knowledge of natural and cultural resources.
10. Working knowledge of principles of cartography including coordinate systems, latitude, longitude, elevation, topography and map scales.
11. Ability to develop, manage, and communicate GIS projects effectively and efficiently.
12. Ability to develop the skills of others to perform and contribute to the organization by providing ongoing feedback and opportunities to learn through formal and informal methods.
13. Ability to initiate, plan and conduct analytic research, write reports and proposals.

14. Demonstrated ability to be results driven; decision making that produces high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
15. Ability to make decisions independently in accordance with established policy and procedures.
16. Ability to use judgment and discretion in interpreting complex guidelines, ordinances, policies, etc., in light of the issue at hand.
17. Ability to establish and maintain effective working relationships with other employees, tribal members, public agencies, consultants, contractors, other Tribal governments, and the public.
18. Ability to read, understand, and interpret maps, aerial photos, deeds, easements, property descriptions, surveys, title reports, charts, diagrams, graphs, and metadata.
19. Ability to read and understand technical documents and manuals (including metadata), as well as the ability to write such documents for use by others and analyze complex geographic data and convey results/spatial information to non-GIS/technical audiences.
20. Ability to use judgment and discretion in interpreting complex guidelines, ordinances, etc.
21. Working knowledge of and experience with federal and state practices, policies, and regulations, as they relate to forest, aquatic, and environmental practices, both in general and under the National Indian Forest Resources Management Act (NIFRMA) and Oregon Forest Practices Act (OFPA).
22. Familiarity with the Indian Trust Asset Reform Act (ITARA), the Endangered Species Act (ESA), The Environmental Protection Agency (EPA), the Northwest Forest Plan (NWFP), the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).
23. Ability to manage annual budgets in accordance with applicable policies and procedures.
24. Knowledge of programming languages such as, but not limited to Visual Basic, VB Script, Python.
25. Advanced working knowledge and experience with Windows 10, Windows Server, Microsoft Office 365, and relational databases.
26. Working knowledge of the principles of and current trends in geographic information and global positioning systems including software, hardware, and programming.
27. Ability to identify technology needed and opportunities to use technology to add value.

#### **REQUIRED QUALIFICATIONS**

1. Bachelor's degree in geography, computer science, engineering, natural resources or related field **AND** seven years of progressively responsible, professional level GIS experience using the required technologies necessary to perform the essential duties and responsibilities of the position. A combination of formal education, training and related work experience will be considered.
2. Demonstratable expert knowledge on ESRI's ArcGIS software platform.
3. Demonstratable experience in scripting, programming, and/or database development typical to GIS applications.
4. Demonstratable knowledge of conventional land surveying system required.  
Working knowledge of planning and infrastructure practices.
5. Working knowledge of western Oregon forestry and natural resource practices and procedures preferred.
6. Natural resource, planning, land acquisition and US Census data experience preferred.
7. Certified GIS Professional (GISP) preferred.
8. Superior customer service and motivation skills necessary. Must be self-driven, results-oriented with a positive outlook and clear focus and be accustomed to making independent decisions/judgments about work priorities.
9. Knowledge of Bureaus of Indian Affairs (BIA) and Indian Health Services (IHS) inter-governmental relationship with Native American Tribes, including Tribal self-governance compacting preferred.

10. Current and valid Oregon driver's license (or the ability to obtain one if hired) in good standing is required with no insurability restrictions from the Tribe's insurance carrier.