



## COQUILLE INDIAN TRIBE

**Job Title:** GIS Technician II  
**Department:** IT Department  
**Reports to:** GIS Manager  
**FLSA Status:** Non-Exempt / Full-time  
**Salary Grade:** \$23.59 - \$30.67  
**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 direct supervision of the GIS Manager, the GIS Technician II shall utilize the Tribe's Geographic Information System (GIS) to perform analysis, map production and data management (including assistance with data acquisition, processing, and organization) in support of the Tribe's departments and staff. The GIS Analyst will provide end user support for tasks related to GIS and GPS hardware and software, including assisting with installing, configuring, troubleshooting, and updating. The GIS Analyst shall collaborate with the GIS Manager as well as staff from other Tribal departments, Tribal entities, and outside organizations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. 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.
2. Support coordination, 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.
3. Perform GIS analysis and map production using ESRI's ArcGIS Platform, and other modeling and graphics software as needed.
4. 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.
5. Support environmental analysis necessary for completion of Tribal and cooperative projects.
6. Ensure the timely implementation and completion of GIS-related projects. Timely communication of project delays, needs, and changes to all relevant parties.
7. Support field staff's use of GPS equipment to collect and process geographic data including planning

field work, assisting in the development data dictionaries, data processing (including performing differential correction) and integrating collected data into the GIS.

8. Assist with field application testing and troubleshooting including field data collection in both rural and urban settings.
9. Support the roll-out of new applications and testing and evaluating new GIS/GPS technologies.
10. Support use and maintenance of GIS related equipment including Global Positioning System (GPS) equipment, large format plotters and scanners. U
11. Use established equipment check-in/out procedures to track GPS related equipment.
12. Assist with GIS/GPS hardware and software updates and work with Vendors to support end users.
13. Identify potential problems with analysis assumptions and data quality and apply established quality assurance processes to resolve problems or escalate them as needed.
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. Maintain department cartographic standards, processes and templates, and database updates as needed.
16. Assist with catalog and inventory of GIS data, including creation of metadata
17. Work with consultants, local, state, federal and other Tribal government agencies and community organizations as directed.
18. Utilize technology tools for assisting GIS users, team meetings and day to day communications.
19. Perform other duties that are pertinent to the function, authority, and responsibility of the position as assigned.

The above statements reflect the general duties and responsibilities necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

#### **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. Basic knowledge and experience with ESRI & Trimble Products, GIS database administration, and mobile data collection.
8. Basic knowledge of CAD functionality and programs.
9. Basic knowledge of natural and cultural resources.
10. Knowledge of principles of cartography including coordinate systems, latitude, longitude, elevation, topography, and map scales.
11. Ability to read, understand, and interpret maps, aerial photos, deeds, easements, property descriptions, surveys, title reports, charts, diagrams, graphs, and metadata.
12. Ability to read and understand technical documents and manuals (including metadata).
13. Ability to use judgment and discretion in interpreting complex guidelines, ordinances, etc.
14. Working knowledge of principles of cartography including coordinate systems, latitude, longitude, elevation, topography, and map scales.
15. Ability to analyze, diagnose, and resolve user problems, and perform routine maintenance on GIS and GPS systems and components as well as configure associated software and related peripherals, whether in person, on the phone or via other electronic method.
16. 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).
17. 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).
18. Ability to work cooperatively, develop and maintain effective working relationships with other departments, employees, public agencies, consultants, contractors, other Tribal governments, and the public to accomplish assigned tasks.
19. Knowledge of and experience with Windows 10, Microsoft Office 365, and relational databases. Knowledge of Windows Server.
20. Knowledge of the principles of and current trends in geographic information and global positioning systems including software, hardware, and programming.

#### **REQUIRED QUALIFICATIONS**

- A. Bachelor's degree in geography, computer science, engineering, forestry, natural resources or related field (with coursework in GIS) plus five years of practical, professional 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.
- B. Experience using and developing GIS and/or GPS for field data collection.

- C. Knowledge of scripting, programming, and/or database development typical to GIS applications.
- D. Working knowledge of western Oregon forestry and natural resource practices and procedures.
- E. Awareness of planning and infrastructure practices.
- F. 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.
- G. 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.