



## Cow Creek Government Office

### Position Description

**Position Title:** Geographic Information System

**Department:** Natural Resources

**Reports To:** GIS Program Manager

**FLSA Designation:** Non Exempt

#### POSITION PURPOSE:

Reporting to the GIS Program Manager, the GIS Technician will support the ongoing maintenance and dissemination of data and applications in the GIS environment. Reporting to the Program Manager, the GIS Technician will work with various Tribal departments and programs to ensure that their needs for GIS Information are met on a day to day basis. Technician will also manage and operate a Tribal unmanned aerial vehicle.

#### ESSENTIAL FUNCTIONS:

- Responsible for the on-going spatial data maintenance and dissemination, end-user support and the generation of maps and other GIS reports and information product;
- Provide technical expertise related specifically to asset management;
- Responsible for the compiling and organizing GIS data from maps, databases and other sources;
- Responsible for the collection of data in the field using Global Positioning System (G.P.S.) units;
- Responsible for the collection and conversion of mapping resources and data;
- Responsible for the daily input and editing of Tribal infrastructure;
- Conduct programmatic and manual analysis and create reports and thematic maps on the data within the GIS;
- Ensure that quality assurance on new or revised data conforms to standards laid out in the Geodatabase, or any other applicable standard or policy;
- Responsible for the conversion, import and export data in and out of the GIS system;
- Direct the preparation of regular status reports, highlighting GIS issues requiring attention;
- Create and document procedures and metadata definitions.
- Other duties as assigned or required.

#### QUALIFICATIONS:

- Minimum two-year College Diploma in Geographic Information Systems, Computer Sciences, Engineering Technology, or equivalent;
  - 2-3 years' experience and knowledge with GIS databases and editing using ESRI ArcGIS Software and/or other computer related software;
  - 2-3 years of experience in developing cartographic products using ESRI software
  - 1-2 years of experience with Global Positioning System (G.P.S) units for data collection
- Experience in analyzing spatial data in a municipal environment and translating client requirements into appropriate GIS reports and thematic maps;
- Knowledge and experience with forestry and natural resources.

- Knowledge of SQL Databases and ArcGIS Enterprise Server is an asset;
- Strong organizational, time management and interpersonal skills.
- Training and experience to coordinating ground and flight operations efforts including mission planning, execution and briefing, debriefing, management of ground and flight safety for UAV operations.
- Ability to obtain aPilot-in-Command (PIC) certification for Unmanned Air Vehicle(s) (UAV).
- Valid Oregon driver's license.