



## Cow Creek Government Office

### Position Description

**Position Title:** GIS Technician

**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. They will create, edit, and maintain geographical data as well as create paper and web maps. The technician will also operate a Tribal unmanned aerial vehicle and assist in image processing.

#### **ESSENTIAL FUNCTIONS:**

- Plan, coordinate, and execute successful UAV missions to capture images and videos of desired locations for Tribal departments.
- Responsible for researching flight restrictions to ensure drone flights comply with FAA rule
- Create maps and conduct simple analyses to support the needs of Tribal departments
- Create and update online field maps used for data collection in remote areas
- Responsible for monitoring, editing, transforming, and reclassifying data collected by field workers into appropriate databases and assist in collecting field data as needed
- Coordination of equipment check out by field staff
- Create and document procedures and metadata definitions
- Fulfill staff needs of large printing requests by managing plotter/scanner

#### **QUALIFICATIONS:**

- Minimum two-year College Diploma in Geographic Information Systems, Geography, Planning, Natural Sciences, Computer Science, or related field.
- FAA Part 107 License, or ability to obtain
- Experience operating UAV for the use of photography and collecting aerial images
- 2-3 years of experience and knowledge with GIS databases and editing using ESRI ArcGIS Pro Software and/or other computer-related software;
- 2-3 years of experience in developing paper and web cartographic products using ArcGIS Pro and ArcGIS Online (AGOL).
- Experience writing/operating Python and SQL script to automate processes
- Experience leveraging AGOL Web Applications for end-user operation (ie: ArcGIS Dashboards, Story Maps, and Experiences).
- Experience/knowledge in a complementary field to GIS (planning, natural resources, forestry)
- Experience with field GPS devices and applications
- Capacity to troubleshoot and solve technical problems for office and field staff
- Strong professional, organizational, written, and verbal communication skills

- Flexible working style, self-initiative, self-motivation, and a willingness to work with teams to meet staffs' needs and project schedules
- Detail-oriented and highly organized, ethical
- Current valid Oregon Drivers' License required.