PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT

OPEN:	AUGUST 2, 2021	**CLOSE:**	OPEN UNTIL FILLED
JOB TITLE:	GEOGRAPHIC INFORMATION SYSTEMS DIRECTOR	**DEPARTMENT:**	GIS
REPORTS TO:	ADMINISTRATIVE MANAGER	**HOURS:**	40 HRS/WK – FULL TIME
SALARY:	DOQ + BENEFITS*	**REQUISITION #:**	187

The Puyallup Tribe of Indians provides a generous benefits package that includes employer paid medical, dental, vision, life insurance, a retirement/401(k) plan with profit sharing, paid holidays, and paid time off including birthday leave.

POSITION SUMMARY:

Acts as the Tribe's expert on geospatial matters by planning, designing, administering, implementing and maintaining the operation of the Tribe's GIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for ensuring the Tribe's geographic data are developed, maintained, integrated, and centralized. Responsible for the storage, collection, engineering, management, integration, analysis, visualization, and documentation of the Tribe's spatial data. Oversees the development of critical Tribal data layers.
2. Collaborates with the Tribal administrator and department directors to determine the Tribe's GIS needs. Designs and implements the Tribe's GIS in order to meet those needs. Oversees the creation of GIS products and deliverables.
3. Identifies and implements all programmatic components required by the GIS Department, including data, infrastructure, software, hardware, equipment, and other resources. Oversees the selection, acquisition, upgrade and installation of all GIS hardware and software. Guides the direction and development of the enterprise GIS framework. Collaborates with the Tribe's Technologies Department to implement computer, server-based, and software platforms and applications.
4. Oversees the acquisition and management of non-Tribal spatial data necessary for Tribal operations.
5. Leads efforts to employ geographic information for effective decision-making throughout Tribal Government and Community.
6. Develops, deploys and documents policies, standards, best practices, and procedures. Develops – with the Tribe's Legal, Code Writer, and Administration staff – major policies and procedures.
7. Prepares periodic reports of pertinent information concerning GIS operations. Prepares the GIS Department's annual operations plan as well as other planning and reporting documents.
8. Communicates information regarding GIS activities to both technical and non-technical staff members. Advocates for utilization of GIS throughout Tribal government and community.

9. Leads GIS projects and contracts, and provides Tribal Council updates to continually demonstrate the value of the GIS Department to Tribal Government and Community.

10. Prepares the annual GIS Department budget. Understands budget preparation, justification, and monitoring.

11. Trains GIS Department staff and other Tribal employees in the use of enterprise, desktop, web and field GIS, and trains Tribal staff in best practices for data development and management.

12. Forms positive relationships with other governments (Tribal, US, Washington, local), non-governmental organizations, and other organizations. Liaises with staff from these organizations for data development, data exchange, joint projects and other efforts. Represents the Tribe and Tribal interests. Enters into agreements with other organizations.

13. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises GIS employees. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor's degree (B.S.) or equivalent; and six years related experience working with GIS; or equivalent combination of education and experience. Masters in GIS, Geography, Cartography or related field is preferred. Two years of supervisory experience required. Advanced experience in various GIS software applications that may be used in a small to medium sized GIS program such as those listed below.

Other Requirements:

1. Experience in Project Management: administering a department, overseeing complex projects, managing multiple projects simultaneously, collaborating with partners internally and externally; identifying solutions, developing goals and outcomes and timelines, budgeting, creating documentation, handling conflicts.

2. Must demonstrate experience in GIS: cartography / data visualization, spatial analysis, data science, data acquisition, data engineering, data modeling, database development and management, web mapping application development, field mapping, solutions engineering, training, technical support, automation via Model Builder and Python programming, Global Positioning Systems, remote sensing.

3. Experience in ESRI platforms: ArcGIS Enterprise/Portal on MS SQL Server, ArcGIS Desktop (ArcGIS 10, ArcGIS Pro), ArcGIS Online, and ESRI's field apps (Collector, Survey 123, Quick Capture).

4. Must demonstrate ability to apply GIS in a number of disciplines: Cadastre, Planning, Natural Resources, Cultural Resources, Law Enforcement, Realty, Social Services, Facilities Management, Communications, Public Safety, Economic Development, Housing, and Sustainability.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

- Must have a valid and unrestricted Washington State Driver's License. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a GSA vehicle.

- GISP certification preferred but not required.

- FAA certified Remote Pilot License preferred.

- Able to pass a Criminal Justice Information Services (CJIS) background check (involves fingerprinting) upon employment and periodically throughout employment.

Other Skills or Abilities

- Must be able to work cooperatively in a diverse environment with Tribal governments and staff.
- Develops and maintains ethical and professional relationships with key vendors in an effort to generate added value for the Puyallup Tribe of Indians.
- Contributes to a favorable public image of the Tribe by establishing and maintaining relationships and participation in the GIS community.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/ptoiad or visit the Puyallup Tribe's website at http://www.puyalluptribe-nsn.gov/Employment/.

Online Application Tips:
1. If you are using a MAC, use Safari. If you are using a PC, use Chrome.
2. Do not use a mobile cellular device.
3. Upload additional documents (resume, cover letter, letters of recommendation, tribal documentation, etc.). Please include copies of any required degrees, certificates, training, etc.
4. Native Hiring Preference – If selecting a native category (native, spouse, descendant), send in the appropriate documentation. If you have any questions about the hiring preference policy or what document to send in, contact us.
5. Provide 3+ references. We cannot obtain references from direct family members (parents, grandparents, siblings, or children). One reference must be a recent past or present supervisor. We prefer the rest of your references to include co-workers, subordinates, or other supervisors, but we can accept a personal reference from someone who is familiar with your work ethic, skills/abilities, and attendance.
6. To add more employment, education, or references, click on the small blue + sign in the upper right corner of the page.
7. When entering salaries, use only numbers. Do not use any other characters (such as , . or $).
8. After you submit your application, you will receive an email confirmation. If you do not receive an email, please call contact Human Resources to confirm receipt.

If you have any questions about the online application, please call (253) 573-7863
or email jobs@puyalluptribe-nsn.gov.