

- Create and document data models, maintenance procedures, data sets and metadata
 - Design, and develop spatial data sets and geodatabases
 - Analyze database performance, troubleshoot, test designs, and recommend improvements.
3. Application Development
- Modify existing software to correct programming errors, improve its performance, and integrate it with new systems or procedures.
 - Research GIS technology and best practices to improve GIS procedures, through better technical solutions.
 - Assist in the design, development and maintenance of GIS desktop and web applications through programming, system testing, validation and documentation.
4. Other duties
- Assist with training and supporting Tribal staff in the use of GIS software and data.
 - Prepare reports and deliver presentations.
 - Perform administrative tasks and other duties as required.
 - Contribute to a favorable public image of the Tribe by establishing and maintaining positive relationships with the Tribal, civic and professional communities.

SUPERVISORY RESPONSIBILITIES

This position does not have departmental level supervisory responsibilities, although the incumbent may supervise GIS Technicians or GIS Interns on a project specific basis.

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 of Science (B.S.) in GIS, or related field, and 2 or more years of related experience; an Associates in Applied Science (A. A. S.) in GIS, or a GIS Certificate, plus 4 years of experience; or 6 years related experience and/or training; or equivalent combination of education and experience. GIS experience gained while working for an American Indian Tribe is preferred.

Related Experience is defined as:

A thorough knowledge of GIS Software -especially ESRI Software, including ArcGIS Pro, ArcMap, ArcGIS Online,

Capable of performing geo-processing and spatial analysis for a variety of disciplines,

A thorough knowledge of cartographic mapping principles,

A working knowledge of GPS hardware and software,

A working knowledge of GIS and CAD data formats, including geodatabases, shapefiles, DWG/DXF,

Ability to provide GIS technical expertise and consultation to programs and personnel,

Some knowledge of programming languages used with GIS software such as Python, SQL, or Arcade,

Ability to communicate with both technical and non-technical staff,

Ability to coordinate and organize a variety of simultaneous projects with varying deadlines and priorities,

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 comprehend and perform basic algebraic and trigonometric calculations, as well as perform basic area, length and unit conversions.

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.

Other Skills and Abilities

Ability to work collaboratively, communicating effectively with all levels of staff and management.

Ability to work independently or with limited supervision.

Ability to communicate effectively with other governmental, intergovernmental and Tribal agencies.

Able to attend out of town GIS software training and conferences.

Telework:

This position may be required to telework on either a part time or full time basis depending upon the needs of the department and the organization. If required to telework, employee agrees to complete the Telework Agreement and abide by the Telework Policy and work expectations.

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; use hands to finger, handle, or feel; 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 25 pounds.

- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
- The employee must occasionally conduct outdoor field data collection.

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 usually performed in an office setting, but occasional exposure to outdoor weather conditions may occur during fieldwork.

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/ptoiaid> 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.*