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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement (Internal)

- Title:** GIS/GPS Technician II
- Reports To:** GIS Specialist / Data Steward
- Location:** Department of Natural Resources, Somes Bar/Orleans
- Rate:** \$13.41-\$19.43 per hour, depending on experience
- Classification:** Full Time, Non-Exempt (32-40 hours/week) Grant funded
- Summary:** Under the supervision of the GIS Specialist/Data Steward, the GIS Technician will provide GIS mapping and data management services for DNR programs and Western Klamath Restoration Partnership (WKRP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners.

**Application Deadline: Friday August 10<sup>th</sup> at 5PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

## POSITION DESCRIPTION

**Title:** GIS/GPS Technician II

**Reports To:** GIS Specialist / Data Steward

**Location:** Department of Natural Resources, Somes Bar/Orleans, CA

**Rate:** \$13.41-\$19.43 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.

**Summary:** Under the supervision of the GIS Specialist/Data Steward, the GIS Technician will provide GIS mapping and data management services for DNR programs and Western Klamath Restoration Partnership (WKRP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners.

**Classification:** Full Time, Nonexempt, Regular (32-40 hours/week) Grant funded

### Responsibilities:

1. Shall be responsible for carrying out technical tasks including data acquisition and management for the Western Klamath Restoration Partnership (WKRP), including the Food Security Project, the Tribal Historic Preservation Officer and Archeological Technicians, departmental staff, and external partners.
2. Create maps as directed by GIS Specialist / Data Steward for WKRP workshops and meetings and other needs.
3. Assist in use and maintenance of large format printer.
4. Follow established protocols in maintaining protected confidential datasets when dealing with culturally sensitive information and performing regular backups of GIS data and products.
5. Provide GIS and GPS technical assistance to Karuk Tribe staff and WKRP partners, including piloting GIS systems and performing geospatial analysis as needed at work group meetings..
6. Collect high-accuracy GPS data as needed using Trimble GPS unit with Terrasync and Pathfinder Office.
7. Digitize historic maps and imagery using ArcGIS for WKRP and DNR-related projects. Write metadata for any products created as appropriate.
8. Conduct geospatial analysis and coordinate data and mapping projects with partners for WKRP-related projects with assistance/oversight of the GIS Specialist / Data Steward.
9. Assist with management of WKRP documentation including meeting documents, reports, data, outreach materials, and communication resources.
10. Prepare and submit summary reports outlining activities undertaken specific to each position related funding source as requested.
11. Assist with natural resources field data collection as needed.

12. Shall be available for local and out of the area travel as required for job related training.
13. Shall attend all required meetings, trainings, and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
15. Must adhere to the policies and procedures of the Karuk Tribe.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to work effectively and build partnerships with stakeholders across multiple organizations.

**Requirements:**

1. Experience and/or education:
  - a. High school diploma or equivalent and two (2) years of work experience using GIS and GPS; or
  - b. Bachelor's degree in geography, natural resources or related field including coursework in use of GIS and GPS technology.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Possesses strong computer skills with programs such as, but not limited to, databases, Microsoft Office programs; and possesses extensive knowledge of and experience with ArcGIS.
4. Proficient in performing field surveys, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection.
5. Demonstrates initiative, good communication skills, and ability to work and solve problems independently.
6. Expresses a curiosity about GIS technology in general and desire to learn new things and improve technical skills.
7. Good writing skills for preparation of datasheet interpretation/corrective documents and summary reports.
8. Demonstrates the ability to understand and follow oral and written instructions.

9. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting and maintaining a safe and secure work environment.
10. Knowledge of the traditions, culture or history of the Tribes of Northwestern California.
11. Demonstrated ability to work within Native American Communities.
12. Ability to use Microsoft Office Suite programs, ArcGIS, Google Earth, as well as other computer programs that help result in efficient planning.
13. Willingness to cross-train with other divisions of the Eco-Cultural Revitalization Branch in the event of a shift in funding agency/project preferred.
14. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
15. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
16. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
17. Must adhere to the policies and procedures of the Karuk Tribe.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** 8.2.2018

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_