
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

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 Posting)

- Title:** GIS/GPS Technician III
- Reports To:** GIS Specialist/Data Steward, or designee
- Location:** Department of Natural Resources, Somes Bar/Orleans, CA or remotely as assigned
- Supervises:** GIS/GPS Technicians I and II, volunteers and youth as needed

Classification: Full Time, Non-Exempt, Regular

Rate: \$20.72 to \$26.01 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 and the Collaborative Stewardship Program Manager, 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. This position may serve in the capacity of Field Crew Supervisor or Natural Resources Technician III, in the absence of the position as long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: March 31, 2022 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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- Location:** Department of Natural Resources, Somes Bar/Orleans, CA or remotely as assigned
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- Summary:** Under the supervision of the GIS Specialist/Data Steward and the Collaborative Stewardship Program Manager, the GIS Technician will provide GIS mapping and data management services for DNR programs and Western Klamath Restoration Partnership (WGRP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners. This position may serve in the capacity of Field Crew Supervisor or Natural Resources Technician III, in the absence of the position as long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Responsibilities:

1. Shall be responsible for carrying out technical tasks including data acquisition and management for the Western Klamath Restoration Partnership (WGRP), including all DNR divisions, and external partners as funded.
2. Shall create hardcopy and web maps as directed by the GIS Specialist / Data Steward for WGRP workshops, meetings and other needs.
3. Shall follow established protocols in maintaining protected confidential datasets when dealing with culturally sensitive information and performing regular backups of GIS data and products.
4. Shall provide independent GIS analyses, expertise, and technical support to tribal employees and external partners, as set forth in funding agreements. Coordinate support activities with GIS Specialist/Data Steward.
5. Shall adhere to GIS division database management protocols and standard procedures. Shall maintain regular backups of work projects and data. Provide non-sensitive data in an organized and useable format to partners as needed.
6. Shall independently lead and conduct special GIS mapping projects, such as coordinating prescribed fire training exchange GIS data collection process, record-keeping, and map

products.

7. Shall collect high-accuracy GPS data as needed using Trimble GPS unit field data collection tools including iPads.
8. Shall digitize historic maps and imagery using ArcGIS for WKRP and DNR-related projects. Write metadata for any products created as appropriate.
9. Shall conduct geospatial analysis and coordinate data and mapping projects with partners for WKRP- related projects.
10. As needed, shall assist with management of WKRP documentation including meeting documents, reports, data, outreach materials, and communication resources.
11. Shall maintain up to date information and instructions on the establishment and relocation of plot centers and other field data collection protocols.
12. Shall participate in the development, installation, and maintenance of field data collection applications with Avenza, ERSI ArcGIS Field Map, Survey123, Collector, and Quick Capture on tablets and phones. Assist with field data collection as needed.
13. Shall assist in use and maintenance of large format printer.
14. Shall develop workshop materials, set-up models, lead demonstrations, and assist in the use and maintenance of the SimTable (3D Map Table).
15. Shall assist as needed in the development of Standard Operating Procedures and Protocols for the GIS division.
16. Shall supervise GIS/GPS Technicians I and II, and other Natural Resources Technicians, volunteers, and youth as needed and as capacities allow.
17. Shall be available for local and out of the area travel as required for job related training.
18. Shall attend all required meetings, trainings, and functions as requested.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

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. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. At least two (2) years higher education in geography, natural resources or related field including coursework in use of GIS and GPS technology with one (2) year of experience using GIS or GPS; or
 - b. An equivalent combination of education and related experience will be considered.
2. Must possess the ability to work effectively and build partnerships with stakeholders across multiple organizations. Must possess strong computer skills with programs such as, but not limited to, geospatial databases, Microsoft Office programs; and possesses extensive knowledge of and experience with ESRI products including ArcGIS Pro and ArcGIS Enterprise/Online.
3. Must be proficient in performing field surveys, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection efforts.
4. Must demonstrate initiative, good communication skills, and ability to work and solve problems independently.
5. Must express a curiosity about GIS technology in general and desire to learn new things and improve technical skills.
6. Must possess good writing skills for preparation of datasheet interpretation/corrective documents and summary reports.
7. Must demonstrate the ability to understand and follow oral and written instructions.
8. 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.
9. Must be effective, efficient, productive and timely in producing assigned work products while working in a remote environment as needed while maintaining data security at all times.
10. Must possess knowledge of the traditions, culture or history of the Tribes of Northwestern California.
11. Must demonstrate ability to work within Native American communities.
12. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
13. Must adhere to the policies and procedures of the Karuk Tribe, including confidentiality policies.
14. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

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 condition.

Council Approved: 11/5/15 **Revised:** 1/3/18, 2/6/19, 4/7/21

Review Committee Approved: 9/13/21

Employee Signature: _____