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



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

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

Vacancy Announcement

Title: GIS/GPS Technician II

Reports To: GIS Specialist/Data Steward, or designee

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

Rate: \$18.65-\$22.80 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.

Classification: Part Time, Nonexempt, Regular

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 (WKRPP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners.

Application Deadline: May 28, 2021 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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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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.

Responsibilities:

1. Shall be responsible for carrying out technical tasks including data acquisition and management for the Western Klamath Restoration Partnership (WKRP), including all DNR divisions, and external partners as funded.
2. Create hardcopy and web maps as directed by the GIS Specialist / Data Steward for WKRP workshops, meetings and other needs.
3. Follow established protocols in maintaining protected confidential datasets when dealing with culturally sensitive information and performing regular backups of GIS data and products.
4. 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.
5. Collect high-accuracy GPS data as needed using Trimble GPS unit field data collection tools including iPads.
6. Digitize historic maps and imagery using ArcGIS for WKRP and DNR-related projects. Write metadata for any products created as appropriate.
7. Conduct geospatial analysis and coordinate data and mapping projects with partners for WKRP-related projects with assistance/oversight of the GIS Specialist / Data Steward.
8. Assist with management of WKRP documentation including meeting documents, reports, data, training materials, outreach materials, and communication resources.
9. Adhere to GIS division database management protocols and standard procedures. Maintain regular backups of work projects and data.
10. Assist with field data collection as needed.
11. Develop workshop materials, set-up models, lead demonstrations, and assist in the use and maintenance of the SimTable (3D Map Table).

12. Shall be available for local and out of the area travel as required for job related training.
13. Assist in use and maintenance of large format printer.
14. Shall attend all required meetings, trainings, and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
16. 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. An equivalent combination of education and related experience will be considered for all grades.
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 DNR in the event of a shift in funding agency/project preferred.
14. Must adhere to confidentiality policies.
15. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
16. 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 **Revised:** 3.6.2019, 4.7.2021

Chairman's Signature: _____

Employee's Signature: _____