



Administrative Office

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

Emergency Posting

Vacancy Announcement

Title: GIS/ Resource Inventory Specialist

Reports To: Emergency Preparedness Coordinator

Location: Happy Camp

Salary: \$38,000 to \$43,000, depending on experience

Classification: Full Time, Regular, Exempt, Grant Funded 05/30/2014 through 9/29/2015

Summary: The GIS/ Resource Inventory Specialist is a full time position that is responsible for preparedness activities that include updating and producing original maps utilizing the Geographic Information System and/ or other computer assisted mapping and graphics programs and equipment. In addition, this position will be responsible for resource typing and inventory of all Karuk Tribe's assets. This position is a key component to the Emergency Preparedness Department. This position will work with the Tribe's Director of Land and Transportation, Department of Natural Resources, Tribal Historic Preservation Officer and Tribal Enrollment Department.

Application Deadline: 5pm Thursday May 08, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or
Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcogrove@karuk.us

The Karuk Tribe's **(TERO) Preference, AND KTHA residential preference apply, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.



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Responsibilities:

1. Under supervision of the Karuk Tribe's Emergency Preparedness Coordinator, maintains and assists in the implementation of the Karuk Tribe's Emergency Operations Plan.
2. Creates maps and graphs, using GIS software and related equipment.
3. Conducts research in order to locate and obtain data related to existing Tribal assets and communities.
4. Gathers, analyzes and integrates spatial data from staff and tribal records to determine how the information can be displayed using GIS.
5. Compiles geographic data using census, field observation, satellite imagery, aerial photographs, and existing maps.
6. Operates and maintains GIS system hardware, software, plotter, digitizer, color printer, color printer and video camera.

7. Retrieves stored maps. Moves, copies, deletes, and adds files, drawings, and maps to output reports in hard copy or electronic transfer.
8. Presents information to users and answers questions.
9. Identifies, inventories and tracks Karuk Tribal assets that include responder assets and equipment and supplies in accordance with the NIMS (National Incident Management Systems) Resource typing criteria.
10. Researches, identifies, and procures supplies and equipment necessary to develop capacity of Tribal Emergency Operations Centers.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Shall be polite and maintain a priority system in accepting other 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. Must have a GIS certificate or a BS Degree in geography emphasizing GIS.
2. Must demonstrate ability to use GIS and GPS systems and software.
3. Must have knowledge of various methods for describing the location of land, sea, and air masses including their physical locations, relationships and characteristics.
4. Must have good communication skills including written, oral and Cartographic.
5. Use of common office software including Microsoft Office and Outlook
6. Must have the ability to convey GIS/ spatial information to non- GIS/ technical people.
7. Must have the ability to solve problems and to find information and identify essential information and validate the information.

8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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

Council Approved: January 26, 2012

Chairman's Signature: _____

Employee's Signature: _____