



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: GIS Technician

DEPARTMENT: Land Management Department

POSITION SUMMARY:

The GIS Technician assists the GIS Program with various GIS projects related to land management, environmental protection, resource management, and planning. This is a temporary part-time position based in the Land Management Department, and is supervised by the GIS Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- GIS data input, updating and improving existing GIS datasets
- Performs data analysis
- Duties include map output, creation of metadata, and entry of coordinate geometry from survey document or other legal land records.
- Provides direct support to GIS staff
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED and some college coursework in GIS or related field, such as geography or computer science.
- Must have some formal GIS education, or some introductory experience.
- Experience using a computer, spreadsheets, and data entry
- Experience with ESRI ArcGIS software such as ArcGIS & ArcGIS Pro

PREFERRED QUALIFICATIONS

- College degree or certificate in GIS

- Experience with ArcGIS Online and publishing of feature services
- Experience with data collection with mapping grade GPS units
- Valid Washington State Driver’s License

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail
- Motivation to learn
- Ability to complete projects within specified time frames
- Ability to maintain confidential & sensitive information
- Willingness to perform field work in inclement weather conditions
- Ability to work independently as well as collaboratively in small teams
- Experience in established effective working relationships with diverse groups and individuals.

WORK ENVIRONMENT AND TIME COMMITMENT

1. This is a temporary position. Work schedule is flexible within business hours but full-time is preferred.
2. Tasks are performed both indoors in an office setting and outdoors for occasional field work
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under stressful conditions, and may involve extended periods of sitting, standing, walking, and hiking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of GIS Technician is considered to be an exempt “temporary” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____