



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Geographic Information Systems Analyst
SALARY: \$21.76 - \$25.85 DOE
REPORTS TO: Resource Inventory & Analysis Manager
LOCATION: Nespelem, WA

BASIC FUNCTIONS: In the incumbent in this non-exempt position is responsible for performing both routine and complex analysis and developing Geographic Information Systems (GIS) applications that will meet the needs of the various natural resource and Tribal programs of the Confederated Tribes of the Colville Reservation.

MINIMUM QUALIFICATIONS

Education & Experience:

- Bachelor's degree Geography or Cartography, with an emphasis in Natural or cultural resource; **AND** twenty-four (24) months of experience using ARC/INFO; **OR**
- Associates degree plus five to seven years (60 – 84 months) of experience.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.

Knowledge, Skills and Abilities:

- In depth knowledge of GIS thematic software applications that include: ArcGIS and ArcGIS Pro.
- Knowledge of various computer operating systems including; Windows 7 Professional / 2008 Server.
- Ability to establish and maintain effective relationships with other interdepartmental and external contacts.
- Ability to communicate effectively verbally and in writing.
- Ability to coordinate multiple tasks effectively.
- Must be able to read, understand, and interpret legal descriptions, land title records, or equivalent legal and/or survey documents.
- Must possess the ability to retrieve and incorporate data from various sources, i.e. GPS surveys, digitized maps, scanned images etc.
- Must have advanced knowledge of the principles and practices of geographic information systems.
- Must have demonstrated skill in Python pro ArcGIS application development.
- Demonstrated skill in advanced cartographic production.
- Ability to work and communicate effectively with others in an environment that demands flexibility.
- Ability to provide in house training and general hardware and software support for GIS end users.
- Ability to supervise and direct activities of the technical support staff.
- Demonstrated abilities in ArcGIS geodatabase design and data manipulation.
- Experience must reflect thorough knowledge of ArcGIS language and systems architecture.
- Experience with advanced computing operation systems, ArcGIS Enterprise Server.

Note: Pursuant to CCT policies, this position is subject to pre-employment, random, post-accident, and reasonable suspicion drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.

NEW Bulletin: Effective May 12, 2014: Notifications from the Human Resources will be sent by E-mail, please make sure your email address is entered on your application.

CLOSING DATE: Applications and supporting documents MUST be received in the Human Resources Office by **Friday, November 30, 2018.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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