



## **JOB ANNOUNCEMENT**

**GIS Specialist**

**SALARY: DOE**  
**FULL TIME**

**CLOSING DATE: Open until filled**

### **GENERAL FUNCTION**

The GIS Specialist assists the GIS Manager with various GIS projects related to environmental protection, natural and cultural resource management, comprehensive, community & transportation planning, economic development and land management. This individual assists with and provides support for the development, maintenance, and organization of geographic data and map products. This is a full-time position based in the Swinomish Office of Planning & Community Development, and is supervised by the GIS Manager.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Tasks performed will relate to the creation, editing, and manipulation of geographic data sets for the purposes of GIS data entry (including fieldwork with GPS, COGO, digitizing), data conversion, attribution, establishment of topological relationships, spatial analysis, reporting, mapping and display.
- Will perform spatial analyses and produce professional exhibits of this data.
- Majority of duties will be performed on a GIS computer workstation but will also include other equipment such as large-format printers, scanners, GPS receivers, and data collectors.
- Will provide general GIS training & technical support to other staff.
- Responsible for managing and tracking GPS and other technical equipment and supplies.
- Responsible for maintenance and updating of GIS data and metadata on a regular basis.

- Other tasks include research of surveys, deeds, and other recorded documents.

**OTHER DUTIES:**

Because of the Tribe's commitment to community service and the well being of its members, each employee will 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.

**CORE COMPETENCIES**

- Strong organizational and analytical skills
- Experience with ArcGIS software
- Specific knowledge or demonstrated experience with and/or education in cartography; map compilation, design, and reproduction
- Experience with GPS hardware and software
- Familiarity & experience with using & writing metadata
- Proficiency in Excel, Word, and database applications
- Personal initiative and ability to handle multiple tasks and prioritize work load
- Ability to work independently
- Ability to work cooperatively in a team environment
- Attention to detail

**WORK ENVIRONMENT AND TIME COMMITMENT:**

- Work is performed both indoors and outdoors, with field work as required
- 40 hours per week
- Some off-Reservation travel may be required

**MINIMUM REQUIREMENTS:**

- College graduate or near equivalent with a minimum of four semesters (2 years) including Geographic Information Systems (GIS) related course work.
- Two years work experience using GIS.

**EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

## APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216, (360) 466-7353 or e-mail to [aidwards@swinomish.nsn.us](mailto:aidwards@swinomish.nsn.us) or [medwards@swinomish.nsn.us](mailto:medwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Wayne Bill, Human Resource Director.**

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.