



JOB ANNOUNCEMENT GIS Intern - Temporary

SALARY: \$13-\$15/hr, DOE

CLOSES: 5/26/2016

GENERAL FUNCTION

The GIS Intern assists the GIS Coordinator with various GIS projects related to land management, environmental protection, resource management, and planning. This is a temporary part-time position based in the Swinomish Land Management Department, and is supervised by the GIS Coordinator. Work schedule is flexible within business hours, typically 20 hours/week.

REPRESENTATIVE ESSENTIAL 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 include data input, include updating and improving existing datasets with current data, assistance with file reorganization, data analysis, map output, and creation of metadata.
- Must be willing and available to perform fieldwork-e.g. along the shoreline, into forested areas, along roads, etc.
- Other tasks include maintenance of existing databases and manual entry of coordinate geometry from survey documents and other legal records into cadastral datasets.

OTHER DUTIES

Because of the Tribe's 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.

WORKING CONDITIONS

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class. The employee is continuously required to hear. The employee is frequently required to sit, stand, walk, and talk. The employee is occasionally required to drive a motor vehicle, reach with hands and arms and use hands to finger, handle or feel objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Minimum education requirements: 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 have introductory GIS experience.

- Experience using a computer and spreadsheet programs, and data entry.
- Experience with ESRI's desktop GIS software (ArcGIS).
- Attention to detail a must.
- Motivated to learn.
- Ability to complete projects within specified timeframes.
- Ability to maintain confidential and sensitive information.
- Current and valid Washington State Driver's License.

EMPLOYMENT CONDITIONS

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

APPLICATION INSTRUCTIONS

- To obtain an application:
Go to: <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or call 360-466-1216
or e-mail aiedwards@swinomish.nsn.us
- Complete the Swinomish Tribal Community application form: **Do not write, "See Resume" on the application.**
- Return the completed application to Alethia Edwards in the Personnel Office.

Swinomish Tribal Community
Personnel Office
11404 Moorage Way, La Conner, WA. 98257
Fax number: 360-466-1348

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 and a criminal history background investigation.