

PALA BAND OF MISSION INDIANS

Human Resources PMB 50, 35008 Pala Temecula Rd PALA, CA 92059

JOB DESCRIPTION

Title: GIS Technician
Department/Division: GIS
Status: Hourly / Full-Time / DOE
Supervisor: GIS Specialist
Subordinates: None

POSITION SUMMARY:

The GIS Technician works under the supervision of the GIS Specialist and is tasked with assisting in maintaining the Tribe's GIS program. Collects, maintains, distributes and fulfills requests for GIS data and maps from tribal departments and tribal members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the GIS Specialist in fulfilling GIS data and map requests.
- Maintains existing GIS data; feature classes, associated tables and geodatabases.
- Creates new GIS data/datasets as needed through various methods such as manual data entry / georeferencing / digitizing from paper records, AutoCAD drawing conversion
- Performs fieldwork; collects GPS data, verifies GIS data and collects other data as needed.
- Maintains data integrity through data verification, quality assurance and quality control.
- Scans and organizes paper records / digital records.
- Participates in maintaining the Tribe's Enterprise Geodatabase and GIS Web Portal.
- Migrates created data into the Tribes Enterprise Geodatabase for use by Tribal departments.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:

- Ability to independently problem-solve; research and learn new workflows / skills on-the-fly as needed.
- Ability to use GPS equipment and complementary software such as Trimble Access.
- Knowledge of ESRI ArcGIS Pro 2.x, ArcGIS Desktop 10.x, ArcGIS for Server, Portal for ArcGIS, ESRI Field Maps and Collector apps.
- Knowledge of map production and basic cartography.

- Knowledge of Geodatabase creation, schema design and functionality including relationships, domains, subtypes, topologies and networks.
- Knowledge of working in a versioned enterprise geodatabase environment.
- Experience with GIS workstations and peripheral scanning and plotting equipment.

MINIMUM QUALIFICATIONS:

- Major course work in Geographic Information Systems an accredited college or university. An AA degree, Certificate in GIS, ESRI course completion, and / or prior GIS work experience.
- Must have a valid California Driver's License.
- Must be able to pass a background check.
- Must acknowledge and agree to maintain a Drug-Free workplace (including marijuana) as a condition of employment with the Pala Band of Mission Indians. Must pass pre-employment and random drug testing during employment.
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND/OR APPLICATION TO:

Pala Band of Mission Indians
Human Resources Department Attn: Rebecca Johnson
PMB#50 35008 Pala Temecula Road
Pala, CA 92059
Apply online at <http://www.palatribe.com/community/jobs/>
Email hr@palatribe.com
Fax Resume: 1-760-888-1980

CLOSING DATE: OPEN UNTIL FILLED

Posted: