



HOH INDIAN TRIBE

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Position Description

Job Title	GIS Specialist
Department	Natural Resources
Reports To	Director, Natural Resources
Status	Permanent / Full Time
Salary Range	D.O.E. /Q.
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

The Hoh Tribe Natural Resources Department has been collecting physical and biological data pertaining to the aquatic and terrestrial ecosystems of the Hoh Tribe's Usual & Accustomed Area since the early '70's. Significant funding by the Tribe helps implement USGS flow gage data on the Hoh (since the '50's) and enables aerial photography and LiDAR flights of the Hoh watershed. The primary responsibility of the GIS Specialist is to incorporate this biological and physical information into databases that demonstrate spatial and temporal relationships within the Hoh U&A. Maps and other graphics generated by the GIS Specialist will be used for comprehensive resource management and strategic planning by the Hoh Tribe. The GIS Specialist reports to the Executive Director and is directly supervised by the Natural Resources Director.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Develop and manage the Hoh Tribe's Geographic Information System (GIS) in an SQL database environment
- Develop and implement methodologies and policies for creation and use of GIS-related data
- Consult with Tribal departments on the development of their GIS related plans, goals and objectives
- Coordinate GIS activities between the Hoh Tribe and other Tribes, agencies and shareholders
- Participate in various projects working with special requests, special report preparations and GIS presentations for the Hoh Tribe
- Perform analyses on spatial and tabular data in producing reports, maps, graphs and charts as requested by the Hoh Tribe
- Provide advanced mapping, spatial analysis, training and support for use and application of GIS-related data
- Participate in the evaluation of departmental procedures to assist managers with developing efficient and effective GIS organizational processes
- Determine budgetary requirements for GIS systems for the Hoh Tribe
- Aid in short and long-term planning related to GIS for the Hoh Tribe
- Performs other related duties as required.

Skills and Specifications

- Must possess knowledge and experience in ESRI suite, SQL server databases, ArcGIS Online, Trimble, and Garmin
- Must have experience in managing ArcGIS Online, as well as data pushed to and from hosted and web-adaptor based services in ArcGIS Online for multiple data collection projects and users.
- Must be able to build coded domains in Arc catalog
- Must be proficient in managing mobile maps and apps on mobile devices
- Must demonstrate ability to work independently.
- Must be able and willing to accept and understand directions.
- Must have the desire to work with Native Americans.
- Must be able and willing to live and work in a small coastal community
- Must be able to hike and navigate in the Rugged terrain of the Hoh U & A area
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Education and Qualifications

- A master's Degree or certification in GIS is desirable
- BS Degree in Geographic Information Systems (GIS) or a related field required
- Five (5) years' experience and training in GIS, cartography or geospatial engineering is required. Knowledge of GIS technology and database administration for the collection, storage, retrieval, manipulation and presentation of all tribal geospatial related data. Knowledge of raster imagery rectification, analysis and manipulation.
- Must obtain or have a Valid Washington State Driver's License

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.