

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
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**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
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Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

## Vacancy Announcement

(Internal Posting)

**Title:** GIS Technician I

**Reports To:** Collaborative Stewardship Program Manager, or designee

**Location:** Department of Natural Resources (DNR), Orleans, California

**Classification:** Full Time, Non-Exempt, Regular, Part-Time (30-39 hours/week) or Full-Time, Negotiable at point of hire

**Salary:** \$16.14 to \$19.92 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability

**Summary:** Under the supervision of the Collaborative Stewardship Program Manager or designee, the GIS Technician I will provide GIS mapping and data management services for DNR programs and the Western Klamath Restoration Partnership (WGRP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners. This position may serve in other DNR divisions as Natural Resources Technician I/Cultural Resources Technician I, if qualified. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

**Application Deadline: July 24, 2023 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Assists with carrying out technical tasks including data acquisition and management for the Western Klamath Restoration Partnership (WKRP), including all DNR divisions, and external partners as funded.
2. Assists with geospatial analysis, data management and mapping projects with partners for WKRP-related projects with assistance/oversight of the GIS Division Coordinator.
3. Assists with the creation, maintenance and visualization of data used in the Karuk ArcGIS Enterprise and ArcGIS online systems.
4. Assists in the creation of hardcopy and web maps as directed by the GIS Division Coordinator for WKRP workshops, meetings and other needs.
5. Follows established protocols in maintaining protected confidential datasets when dealing with culturally sensitive information.
6. Adheres to GIS Division database management protocols and standard operating procedures. Maintains regular backups of work projects and data.

7. Assists with GPS data collection as needed using a variety of field data collection tools and applications including but not limited to Field Maps, Avenza, Garmin and Trimble GPS units.
8. Assist with organization of WKRP documentation including meeting documents, reports, data, training materials, outreach materials, and communication resources.
9. Maintains professionalism and follow a priority of work as determined by the GIS Division Coordinator.
10. Attends all required meetings, trainings, and functions as requested.
11. Assists in the use and maintenance of large format printer.
12. Shall be available for local and out of the area travel as required for job related training.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to work effectively and build partnerships with stakeholders across multiple organizations.

**Requirements:**

1. Experience and/or education:
  - a. High school diploma or equivalent or;
  - b. An equivalent combination of education and related experience will be considered.
2. Must have good computer skills and be familiar with Microsoft Office programs.
3. Must express a curiosity about GIS technology in general and desire to learn new things and improve technical skills.
4. Must be willing to and/or learn how to collect field surveys, read topographic maps, use GPS data devices for data collection, maintain GIS Data, and carry out other field

mapping and data collection methods.

5. Must demonstrate initiative, good communication skills, and ability to work and solve problems independently.
6. Must demonstrate the ability to understand and follow oral and written instructions.
7. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
8. Must be effective, efficient, productive and timely in producing assigned work products while working in a remote environment as needed while maintaining data security at all times.
9. Must demonstrate ability to work within Native American Communities.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
11. Must be punctual when assigned, have a good work ethic, and work well without direct supervision.
12. Must adhere to confidentiality policy and other policies/procedures of the Karuk Tribe.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** July 19, 2023

**Employee's Signature:** \_\_\_\_\_