
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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

Title: GIS Specialist/Data Steward
Reports To: Director of Natural Resources or Delegate
Location: Somes Bar/Orleans

Salary: \$43,000 to \$52,000 DOE

Classification: Full Time, Regular, Exempt

Summary: Under the supervision of the Director of Natural Resources or Delegate, the GIS Specialist/Data Steward will be responsible for maintaining the Department of Natural Resources (DNR) GIS system and managing incoming data. The primary focus of this position is to assist DNR programs and Western Klamath Restoration Partnership (WKRP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners.

Application Deadline: 5PM, January 2, 2015

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: jphelps@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Assist with the development of fuel treatment and other projects in coordination with the Food Security Project, the Tribal Historic Preservation Officer, departmental staff, and external partners.
2. Steward incoming data for planning, implementation, research, and monitoring activities.
3. Maintain protected confidential datasets when dealing with culturally sensitive information.
4. Assist in coordination and/or oversight of field data collection activities for consistence and quality assurance purposes.
5. Coordinate systematic approach to WGRP GPS data collection activities.
6. Assist in the collection/management of site specific ethno-botanical resource information.
7. Coordinate the mapping needs and GIS support services related to DNR and WGRP partner projects.
8. Maintain up to date information and instructions on the establishment and relocation of plot centers and other field data collection protocols.
9. Prepare and submit summary reports outlining activities undertaken specific to each position related funding source as requested.

10. Shall be available for local and out of the area travel as required for job related training.
11. Shall attend all required meetings and functions as requested.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

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. Possesses strong computer skills with programs such as, but not limited to, databases, Microsoft Office programs; and possesses extensive knowledge of and experience with GIS.
5. Proficient in performing botanical/fuels field surveys, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection.
6. Demonstrates experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
7. Supervisory experience and teamwork coordination capabilities preferred.
8. Solid writing skills for preparation of datasheet interpretation/corrective documents and summary reports.
9. Must have experience with Brown's Transects, FIREMON plot establishment, or other botanical/stand exam plot protocols.
10. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Knowledge of the traditions, culture or history of the Tribes of Northwestern California.
2. Demonstrated ability to work within Native American Communities.
3. Professional level education and experience in GIS, GPS, and collaborative planning required; a BS or equivalent in geography, natural resources or related field is a prerequisite.
4. Demonstrated writing/editing skills.
5. Ability to use Microsoft Office Suite programs, ArcGIS, Google Earth, as well as other computer programs that help result in efficient planning.

6. Must be knowledgeable of National Environmental Policy Act (NEPA); experience in developing project maps and databases for NEPA planning activities is preferred.
7. Must possess ability to work remotely as needed while maintaining data security at all times.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality and HIPAA policies.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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

Council Approved: November 20, 2014

Chairman's Signature: _____

Employee's Signature: _____