
Karuk Community Health Clinic

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

Karuk Tribe

**Administrative Office**

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

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

(Internal Posting)

- Title:** GIS Division Coordinator
- Reports To:** Collaborative Stewardship Program Manager, or designee
- Location:** Department of Natural Resources (DNR), Orleans, CA, or hybrid
- Supervises:** GIS Technicians I, II, III, GIS Specialist, volunteers, and youth
- Classification:** Full Time, Non-Exempt, Regular
- Rate:** \$26.01 to \$31.61 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 his/her designee), the Geographic Information System (GIS) Division Coordinator will be responsible for maintaining the Karuk Department of Natural Resources (KDNR), GIS systems and managing incoming data. The primary focus of this position is to assist DNR programs and partner organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: February 14, 2024 by 5:00 pm

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. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Responsible for carrying out technical tasks including data acquisition and management, GIS solution development, spatial analysis, and cartography for the Western Klamath Restoration Partnership (WKRP), including all DNR divisions, and external partners as funded.
2. Stewards incoming data for planning, implementation, research, and monitoring activities.
3. Works with GIS Specialist and Collaborative Stewardship Program Manager to develop long term strategies for improving GIS infrastructure and services at KDNR.
4. Develops GIS training plans for GIS division and other KDNR Divisions.
5. Maintains protected confidential datasets and develop record keeping system when distributing culturally sensitive data following Tribal data sovereignty guidelines.
6. Assists in coordination of field data collection activities for consistency, quality assurance purposes and shall participate in field data collection as required.
7. Supervises GIS Technicians I, II, and III, the GIS Specialist, and other Natural Resources Technicians, volunteers, and youth as needed and as capacities allow.
8. Manages division funding sources to ensure that funds are spent in an appropriate and timely manner. Shall prepare and submit summary reports outlining activities undertaken specific to each position related funding source as requested.

9. Oversees the acquisition, configuration and maintenance of tablets, Global Positioning System (GPS) devices, and other GIS equipment.
10. Oversees the acquisition, configuration, and maintenance of Unmanned Aircraft System (UAS) devices for data collection or other management activities, and manage the collection, storage, and use of this data.
11. Assists with Klamath River TREX and ICS events, as SITL, GISS or other position within the Planning Section. May join incident management teams on wildfire incidents as capacity allows.
12. Leads the development, installation, and maintenance of field data collection applications with Avenza, ERSI ArcGIS Field Maps, Survey123, Collector, and Quick Capture on tablets and phones. Assist with field data collection as needed.
13. Oversees the use and maintenance of large format plotters for map production.
14. Develop workshop materials, set-up models, lead demonstrations, and assist in the use and maintenance of the SimTable (3D Map Table).
15. Develop as needed Standard Operating Procedures and Protocols for the GIS Division.
16. Available for local and out of the area travel as required for job related training.
17. Attend all required meetings and functions as requested.
18. 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. Demonstrates experience working in a collaborative environment that balances the concerns of diverse stakeholder interests.
3. Supervisory experience and teamwork coordination capabilities preferred.
4. Solid writing skills for preparation of datasheet interpretation/corrective documents and summary reports.
5. Demonstrates the ability to understand and follow oral and written instructions.
6. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
7. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

Requirements:

1. Experience and/or education:

- a. Bachelor's degree in geography, natural resources or related field including coursework in use of GIS and GPS technology, two (2) years' related work experience or
 - b. An equivalent combination of education and related experience will be considered.
2. Must have six+ (6) months supervisory experience.
3. Must possess knowledge of the traditions, culture or history of the Tribes of Northwestern California.
4. Must demonstrate ability to work within Native American Communities.
5. Must demonstrate strong writing/editing and communication skills.
6. Must possess an understanding of data storage systems, authentication, network and other security concepts and experience administering MS SQL Server.
7. Must possess strong computer skills with programs such as, but not limited to, geospatial databases, Microsoft Office programs; and possesses extensive knowledge of and experience with ESRI products including ArcGIS Pro and ArcGIS Enterprise/Online.
8. Must be proficient in performing field surveys, reading topographic maps, GPS data collection, maintaining GIS Data, and carrying out other field mapping and data collection efforts.
9. Must demonstrate the ability to use Microsoft Office Suite programs, ArcGIS, Google Earth, as well as other computer programs that help result in efficient planning.
10. Must be knowledgeable of National Environmental Policy Act (NEPA); experience in developing project maps and databases for NEPA planning activities is preferred.
11. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must adhere to the policies and procedures of the Karuk Tribe.
14. 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.

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.

Review Committee Approved: February 6, 2024

Employee's Signature: _____