
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 Division Coordinator
- Reports To:** Collaborative Stewardship Program Manager, or designee
- Location:** Department of Natural Resources, Somes Bar/Orleans, CA, or hybrid as assigned
- Supervises:** GIS/GPS Technicians I, II, III, volunteers, and youth as assigned
- Classification:** Full Time, Non-Exempt, Regular
- Rate:** \$23.74 to \$28.85 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 Division Coordinator 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 (WGRP) organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners. This position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: October 7, 2022

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. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall be responsible for 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. Shall steward incoming data for planning, implementation, research, and monitoring activities.
3. Shall maintain protected confidential datasets when dealing with culturally sensitive information.
4. Shall assist in coordination and/or oversight of field data collection activities for consistence and quality assurance purposes and shall assist in field data collection as required.
5. Shall coordinate systematic approach to WKRP GPS data collection activities.
6. Shall coordinate the mapping needs and GIS support services related to DNR and WKRP partner projects.
7. Shall supervise GIS/GPS Technicians I, II, and III, and other Natural Resources Technicians, volunteers, and youth as needed and as capacities allow.
8. Shall prepare and submit summary reports outlining activities undertaken specific to each position related funding source as requested.
9. Shall digitize historic maps and imagery using ArcGIS for WKRP and DNR-related projects. Write metadata for any products created as appropriate.

10. Shall conduct geospatial analysis and coordinate data and mapping projects with partners for WKRP- related projects.
11. Shall maintain up to date information and instructions on the establishment and relocation of plot centers and other field data collection protocols.
12. Shall lead the development, installation, and maintenance of field data collection applications with Avenza, ERSI ArcGIS Field Map, Survey123, Collector, and Quick Capture on tablets and phones. Assist with field data collection as needed.
13. Shall ensure regular use and maintenance of large format printer.
14. Shall develop workshop materials, set-up models, lead demonstrations, and assist in the use and maintenance of the SimTable (3D Map Table).
15. Shall develop as needed Standard Operating Procedures and Protocols for the GIS division.
16. Shall be available for local and out of the area travel as required for job related training.
17. Shall 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.
19. Shall assist with Klamath River TREX and ICS events, as SITL, GISS or other position within the Planning Section.

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 and two (2) years' experience; or

- b. An equivalent combination of education and related experience will be considered.
2. Must possess knowledge of the traditions, culture or history of the Tribes of Northwestern California.
3. Must demonstrate ability to work within Native American Communities.
4. Must demonstrate strong writing/editing skills.
5. Must possess an understanding of data storage systems, authentication, network and other security concepts and experience administering MS SQL Server.
6. 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.
7. 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.
8. 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.
9. Must be knowledgeable of National Environmental Policy Act (NEPA); experience in developing project maps and databases for NEPA planning activities is preferred.
10. 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.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must adhere to the policies and procedures of the Karuk Tribe.
13. 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.

Council Approved: November 20, 2014
Review Committee Approved: 9/13/21

Revised: September 8, 2016
Revised: July 13, 2022

Employee's Signature: _____