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**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

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**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 Technician III

**Reports To:** GIS Division Coordinator, or designee

**Location:** Department of Natural Resources, Orleans, CA or hybrid as assigned

**Supervises:** GIS Technicians I and II, and volunteers as assigned

**Classification:** Full Time, Non-Exempt, Regular

**Rate:** \$23.49 to \$28.62 per hour, DOE

**Summary:** Under the supervision of the Geographic Information Systems (GIS) Division Coordinator and the Collaborative Stewardship Program Manager, the GIS Technician III will provide GIS mapping and data management services for Department of Natural Resources (DNR) programs and partner organizations in furthering the planning, implementation, research, and monitoring activities of the Tribe and its partners. This position may serve in the capacity of field crew supervisor or as Natural Resources Technician III within other internal DNR divisions, when appropriate and as assigned as long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: March 27, 2024 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. 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. Conducts geospatial analysis and coordinates data and mapping projects with partners for WKRP-related projects. Assists with the creation, maintenance and visualization of GIS data within the Karuk ArcGIS Enterprise and ArcGIS online systems.
3. Creates hardcopy and web maps as directed by the GIS Division Coordinator for workshops, meetings and other needs. Assists with management of GIS-related documentation including meeting documents, reports, data, outreach materials, and communication resources.
4. Follows established protocols in maintaining protected confidential datasets when dealing with culturally sensitive information and performing regular backups of GIS data and products and adheres to GIS division database management protocols and standard procedures and maintain regular backups or work projects and data. Provide non-sensitive data in an organized and useable format to partners as needed. Assist as needed in the development of Standard Operating Procedures (SOPs) and Protocols for the GIS Division.
5. Provides independent GIS analyses, expertise, and technical support to tribal employees and external partners, as set forth in funding agreements. Coordinate support activities with GIS Division Coordinator.
6. Independently leads and conducts special GIS mapping projects, such as coordinating prescribed fire training exchange GIS data collection process, record-keeping, and map products. Collects high-accuracy GPS data as needed using Trimble GPS unit field data collection tools including iPads.

7. Digitizes historic maps and imagery using ArcGIS for WKRP and DNR-related projects. Writes metadata for any products created as appropriate.
8. Participates in 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.
9. Assists in the use and maintenance of large format plotter for map production.
10. Develops workshop materials, sets-up models, lead demonstrations, and assists in the use and maintenance of the Simtable (3D sand map table).
11. Attends all required meetings, trainings, and functions and be available for local and out of the area travel as required for job related training.
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. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates an understanding in the use of Unmanned Aircraft System (UAS) devices for data collection or other management activities, and manage the collection, storage, and use of this data preferred.

**Requirements:**

1. Experience and/or education:
  - a. At least two (2) years higher education in geography, natural resources or related field including coursework in use of GIS and Global Positioning System (GPS) technology; or
  - b. An equivalent combination of education and related experience will be considered.
2. Must possess the ability to work effectively and build partnerships with stakeholders across multiple organizations.
3. 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.
4. 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.

5. Must demonstrate initiative, good communication skills, and ability to work and solve problems independently.
6. Must express a curiosity about GIS technology in general and desire to learn new things and improve technical skills.
7. Must possess good writing skills for preparation of datasheet interpretation/corrective documents and summary reports.
8. Must demonstrate the ability to understand and follow oral and written instructions.
9. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting and maintaining a safe and secure work environment.
10. 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.
11. Must possess knowledge of the traditions, culture or history of the Tribes of Northwestern California.
12. Must demonstrate ability to work within Native American communities.
13. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
14. Must adhere to the policies and procedures of the Karuk Tribe, including confidentiality policies.
15. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

**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 condition.

**Committee Approved:** March 21, 2024

**Employee Signature:** \_\_\_\_\_