



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 11/08/23
CLOSE: UNTIL
FILLED

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: GIS ANALYST

RESPONSIBLE TO: GIS Program Manager

SALARY: Step Range: 23-33; Annual/Full Benefits
Salary Range: \$52,808 - \$70,969
Hourly Range: \$25.39 - \$34.12

CLASSIFICATION: Professional, Regular, Full-Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The Tribal GIS Specialist will be responsible for collecting, organizing, and analyzing geospatial data specific to Klamath tribal lands and territories. This role plays a critical part in supporting tribal decision-making processes, resource management, land use planning, and cultural preservation efforts. The candidate should have a strong background in GIS technologies, natural resources management, cultural sensitivity, and understanding of tribal communities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Collect, organize, and maintain geospatial data relevant to the tribal community, including boundaries, land ownership, cultural resources, natural resources, infrastructure, and other spatial data layers.
2. Develop and maintain comprehensive geodatabases, ensuring data accuracy, integrity, and security.

3. Establish and enforce data standards, metadata documentation, and data sharing protocols.
4. Conduct spatial analysis and modeling to support cultural preservation efforts, environmental impact assessments, land use planning, and resource management.
5. Collaborate with Natural Resources Department staff and other tribal departments, agencies, and external stakeholders to understand project requirements and deliver geospatial solutions that support tribal initiatives.
6. Participate in tribal planning meetings, providing geospatial expertise and recommendations for informed decision-making upon request.
7. Effectively communicate geospatial analysis findings and recommendations to tribal leadership, staff, and community members through reports, presentations, and visualizations
8. Produce high quality maps and other products for use in meetings, presentations, and publication.
9. Use and maintain GIS related office and field equipment.
10. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The GIS Program Manager is the immediate supervisor of the GIS Analyst and will assign, monitor, and evaluate the quality of work. The supervisor outlines the overall Tribal, departmental, and program objectives and priorities, time limits, and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes work using own initiative, and instructions. Exercises professional knowledge and judgment in interpreting guidelines and applicability. Ensures deadlines are met. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of effective use of ArcGIS online (specifically Survey123, Field Maps, Dashboards, Workforce, StoryMaps), ArcGIS Pro, ArcGIS.

Ability to create, edit, manipulate, analyze and process a wide variety of datasets.

Ability to conduct statistical analyses and assist in experimental design for various research applications, including applications in both aquatic and terrestrial ecology.

Knowledge of appropriate database construction, maintenance, security, QA/QC protocols, and the ability to implement them.

Ability to migrate data and projects from ArcGIS to ArcGIS Pro.

Ability to interact extensively and efficiently with biologists and foresters on complex ecological issues.

Ability to perform all necessary steps from raw image acquisition to production of orthographically corrected and georectified imagery usable for quantitative analyses.

Ability to use and maintain field equipment and post-process, use and manage GPS data.

Ability to communicate effectively both orally and written communications conveying complex information.

Ability to train staff in use of GIS, as assigned.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a Bachelor's Degree in Geographical Information Systems or closely related field. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a minimum of two (2) years of experience with ArcGIS software suite including ArcGIS online and ArcGIS Pro.
- **REQUIRED** to demonstrate comprehensive experience administering and maintaining GIS projects and data in a Natural Resources setting.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)