

## THE COQUILLE INDIAN TRIBE

### Job Announcement

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**OPEN:** 09/11/09  
**CLOSES:** 09/28/09

**JOB TITLE:** GIS COORDINATOR  
**DEPARTMENT:** Systems Development & Integration Services (SDIS)  
**REPORTS TO:** SDIS Coordinator  
**FLSA STATUS:** Non-Exempt / Full-time  
**Salary Range:** \$19.04 hr - \$23.56 hr Depending on Experience

*This is a Full-Time position with benefits.*

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Systems Development & Integration Services Program Coordinator (SDIS Coordinator), the GIS Coordinator shall coordinate, maintain and enhance the Tribe's Geographic Information System (GIS); build and maintain applications of the GIS in support of the Tribe's operations; and utilize the GIS to perform analysis, map production and data management (including data acquisition, processing and organization) in support of the Tribe's departments and staff. The GIS Coordinator shall be responsible to work in close collaboration with the SDIS & Management Information Systems (MIS) Coordinators, utilizing Information Technology (IT) resources as necessary and directed to acquire, manage and distribute spatial data; additionally, the GIS Coordinator shall also help integrate GIS into the Tribe's overall IT infrastructure.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the Tribe's GIS consisting of software, hardware, data, and any necessary personnel in accordance with pertinent policies, procedures, strategic plans and best practices.
2. Manage, support and coordinate the use of related equipment including Global Positioning System (GPS) equipment, large formatting plotters, large format scanners and related computer hardware used to run GIS software and equipment.
3. Work as a team member with other IT staff as part of the Tribe's IT infrastructure and increase access and facilitate broader use of spatial data and technology among departments, staff, Tribal officials and Tribal Members.
4. Write scripts and work with model building software in support of GIS applications development, modeling, automation, data management and web-mapping as directed.
5. Manage the GIS Program budget, including providing cost estimates, budget proposals, coordinating cost sharing, managing contracts and assisting in writing grant proposals as necessary.
6. Perform GIS analysis and map production using ArcGIS, ArcView GIS, and other GIS modeling and graphics software as needed.
7. Manage and acquire digital spatial data, including general spatial data, remotely sensed data and various other data in support of the Tribe's applications including, but not limited to, natural resources, cultural resources, forestry, land management, planning, real estate and demographics.

8. Support and coordinate field staff's use of GPS equipment to collect and process geographic data including providing training, helping plan field work, developing data dictionaries, data processing (including performing differential correction) and integrating collected data into the GIS. This position may require some direct field data collection work as well.
9. Work with consultants, government agencies and community organizations as needed.
10. Write reports, proposals, educational materials and technical documentation related to the use and maintenance of the GIS as necessary.
11. Provide GIS training to GIS users, other staff and Tribal Members to include related software, equipment and relevant policies and procedures as needed.
12. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

### **REQUIRED MINIMUM QUALIFICATIONS**

- A. Bachelors degree in GIS, Geography or Computer Science (with experience in GIS); or an equivalent combination of education and experience.
- B. Minimum of 4 years of experience in GIS.
- C. Experience with GIS software with ability to learn the Tribe's current GIS software (primarily from ESRI) and any other GIS and related software, skills and applications as necessary.
- D. Familiarity with a wide range of GIS and cartography applications (as mentioned under Essential Duties and Responsibilities).
- E. Experience in the use of GPS equipment and software, with willingness to learn Trimble equipment and software.
- F. Digital data acquisition, management and distribution experience.
- G. Experience with software such as MS Office and OpenOffice to produce documents, including spreadsheets, graphics, reports, etc. Ability to manage multiple projects simultaneously in an organized and detailed manner.
- H. Ability to work both independently under minimal supervision and cooperatively with other programs, departments, consultants, government and community representatives.
- I. Experience in scripting, programming, web, and/or database development desirable.
- J. Willingness to learn programming and web development for GIS workflow automation and web-GIS applications.

Current and valid Oregon drivers license in good standing.

### **HOW TO APPLY:**

Return completed Coquille Indian Tribe Application to:

Human Resources Director  
P.O. Box 783/3050 Tremont  
North Bend, OR 97459

Telephone: 541-756-0904

Fax: 541-751-2014

Email: [HRDirector@coquilletribe.org](mailto:HRDirector@coquilletribe.org)

Download or pick up an application for employment at 3050 Tremont, North Bend, Oregon 97459, Monday - Friday 8-5pm or request one via email: [HRDirector@coquilletribe.org](mailto:HRDirector@coquilletribe.org).

Resumes are encouraged to be submitted in addition to the job application.

If you need more information or have questions on the above job opening, please contact the Human Resources Director at the above addresses.