

**WICHITA AND AFFILIATED TRIBES  
POSITION DESCRIPTION**

**TITLE: GENERAL ASSISTANCE PROGRAM (GAP) TECHNICIAN**

**SUPERVISOR: WDEP DIRECTOR**

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**POSITION SUMMARY DESCRIPTION:**

Under the supervision of the Wichita Department of Environmental Programs (WDEP) Director. The GAP Technician will assist the Director in completion of activities associated with the GAP grant's objectives and deliverables. In addition, the GAP Technician has primary responsibility for developing, administering, and implementing the GIS and GPS programs of the Tribe. This is a Part-Time position.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Responsible for the overall office management and update of GIS/GPS program data.
2. Perform on-site GPS data collection and in-office GIS map production.
3. Assist Department Director with the completion of environmental grant deliverables.
4. Maintain a consistent awareness of relevant EPA laws, regulations and Policies and responds to requests of environmental impact assessments relating to Native American Sites.
5. Identify the environmental tasks and responsibilities throughout jurisdictional areas of the Wichita and Affiliated Tribes.
6. Produce appropriate brochures, newsletters, and education material as required.
7. Work together with other Tribes, Schools, Local, State and Federal Government Agencies for special events such as "Trash-Off Day", "Use Less Stuff Day", and "Earth Day."
8. Assist Department Director with the identification of environmental tasks and responsibilities throughout the jurisdictional areas of the Wichita and Affiliated Tribes.
9. Assist with collection and disposal activities associated with Tribal Recycling Program.
10. Perform other duties as may be assigned by the Department Director.

**QUALIFICATIONS:**

1. Must have a High School Diploma or GED.

2. Prefer previous work experience in any environmental field, preferably with an Indian Tribe.
3. Basic knowledge of pertinent state and federal laws, policies, procedures and regulations in accordance to EPA guidelines.
4. Prefer knowledge of the types and uses of GPS equipment and GIS software.
5. Must be computer literate and be able to follow oral and written directions.
6. Have the ability to lift heavy objects and work outdoors in a variety of weather conditions.
7. Must be knowledgeable in administrative and personnel management and possess analytical abilities.
8. Must possess communication skills, both oral and written.
9. Must be culturally sensitive in working with Indian Tribes.
10. Must possess a valid Oklahoma Driver's License.
11. This position requires a successful background check and drug screening.
12. Indian preference applies.