

# VACANCY ANNOUNCEMENT

## GIS Technician



<b>OPENING DATE:</b>	03/28/2023	<b>CLOSING DATE:</b>	04/11/2023
<b>SUPERVISOR:</b>	Facilities & Maintenance Administrator	<b>SALARY:</b>	TBD
<b>LOCATION:</b>	WCD Building – Tribal Complex	<b>STATUS:</b>	Regular Full-Time

### JOB SUMMARY

The GIS Technician will be responsible for making maps, customized Geographic Information Systems (GIS) applications and manipulating data to serve a variety of purposes. They will read and interpret maps, manipulate and understand digital land data and manage data entered into a GIS database.

### DUTIES AND RESPONSIBILITIES

- Designs or prepare graphic representations of GIS data, using GIS hardware or software applications.
- Interprets aerial photography or imagery.
- Enters data into GIS databases, while maintaining the GIS database.
- Reviews existing or incoming data for currency, accuracy, usefulness, quality or completeness of documentation.
- Establishes and maintain effective working relationships with those contacted in the course of business.
- Gives continuing and meticulous attention to mapping details.
- Performs mapping to assist the Tribe in locating manholes.
- Maps recent waterline breaks, and locate current waterlines.
- Supports the Tribe in recent fire suppression breaks, mapping will assist the Tribe in identifying where shutoff valves are located.
- Supports the Tribe in recent HVAC issues, mapping will identify where the current HVAC units are located.
- Supports the Tribe in recent issues with Right-of-Ways, mapping will help identify where current Right-of-Ways are located.
- Supports the Tribe in recent land purchases, mapping will assist in identifying specific tracks of land.
- Supports the Tribe in the need to expand the Rock Springs Cemetery, mapping will allow the Tribe to determine where graves are and provide information due to some graves and markers disappearing over the years.
- Performs other duties related to position as necessary or assigned by the Facilities and Maintenance Administrator.

### EDUCATION AND EXPERIENCE

- Possess a High School Diploma or GED.
- Must be willing to train in GIS software.
- Must have had at least four (4) years of mapping work experience in related field and be able to work independently with minimum supervision.
- Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, and visitors.
- 5. Have the ability to follow oral and written directions, and prioritize multiple tasks

### REQUIREMENTS

Must possess a valid Oklahoma Driver's License.  
This position requires a successful background check and drug screening.

### APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

**Submit To E-mail:** [Humanresources@wichitatribe.com](mailto:Humanresources@wichitatribe.com)

**OR drop off at:** 414 Wichita Circle, Anadarko OK 73005

**Phone:** 405-247-2425

### EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

### BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.