

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://Oneida-nsn.gov>

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: GIS Specialist
POSITION NUMBER: 02852
DEPARTMENT: Planning/GIS
LOCATION: N7332 Water Circle Place Oneida, WI
DIVISION: Community & Economic Development Division
RESPONSIBLE TO: Planning/GIS Director
SALARY: NE10 \$22.56/Hr (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 14, 2019
CLOSING DATE: November 21, 2019
Transfer Deadline: November 21, 2019
Proposed Start Date: **As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide technical support for creating and completing maps, plots, scanning, land analysis and all other geographical related work requests that are received in the Planning/GIS department. This position is responsible for all GIS Applications and Computer Aided Drafting and Design requests. Coordinate, implement, and integrate all new data updates to the current system for accuracies in mapping. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Manage and coordinate all projects related to the development of the Planning/GIS Department and Indigenous Planning.
2. Develop, design, test and implement new applications, databases, and/or technologies.
3. Maintain GIS and AutoCADD drawings and inventories current maps.
4. Advise in the development of databases, utilizing CADD and Planning/GIS capabilities.
5. Assist in developing training courses for other Oneida Nation departments.
6. Assist with the development of data strategies and plans concerning departmental data.
7. Assist GIS user with data maintenance and retrieve operations to assure accurate plots and reports.
8. Maintain Metadata for GIS drawings.
9. Work with and assist in the training of technical staff.
10. Refine existing applications to reflect data changes and needs of Oneida Nation departments.
11. Work closely with the Land Management area, Registration of Deeds and Oneida Nation members providing maps for requested areas.
12. Coordinate the development of data strategies and plans concerning data used by the department.
13. Maintain plotter equipment and software.
14. Schedule, facilitate and ensure productive results from weekly team meetings and problem-solving meetings as required.
15. Maintain Microsoft Windows environment computers and software for the department.
16. Interact with Tribal, municipal and county state and federal entities as needed/requested.
17. Participate in the project layout format meetings.
18. Provide data analysis when needed for project requests.
19. Perform spatial analysis, geocoding addresses, and displaying on a map.
20. Create and edit geographic and tabular data, thematic mapping.
21. Create maps to visualize information that reveals relationships, patterns and trends not visible with text files, spreadsheets and databases.
22. Complete all requests for ArcView projects. Maintains ArcView data and Arc Info data including installation. Coverts data from Arc Info.

JOB DESCRIPTION

GIS Specialist

Page 2

DUTIES AND RESPONSIBILITIES(Cont.):

23. Update data on Ownership (Oneida Nation Trust) Map and maintains data.
24. Complete import and export AutoCAD data and the conversion of data.
25. Attend additional education and training to maintain state of the art knowledge of GIS technology, GIS data bases, cartography and BIA Service Center supported hardware and software.
26. Contribute to a team effort and accomplishes related results as required.
27. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
28. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
29. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, and walk; lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the Oneida Community, its history and culture with the ability to integrate into work.
2. Knowledge of Indian Land Law and Tribal Zoning practices.
3. Skill in operating computers and various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to ensure all projects and activities follow Oneida Nation codes, ordinance and law.
5. Ability to establish and maintain productive working relationships with staff, clients, management or other departments as well as external agencies necessary to effectively carry out job duties.
6. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
7. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy maturity and patience.
8. Ability to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with stressful situations and conditions.
9. Ability and willingness to obtain additional education and training to maintain state of the art knowledge of GIS technology, GIS data bases, cartography and BIA Service Center supported hardware and software.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
13. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Bachelor's degree in Geography, Geographic Information Systems, or closely related field.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation.**
2. Associates Degree in Geography, Information Sciences or closely related field; two (2) years of previous experience working with Arc GIS, Arc Map, Auto Cad, Auto Cad Mapping, Windows and Microsoft office products and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.