



Cow Creek Government Office

GIS Technician

Job Code: 1833
Department: Natural Resources
Location: Roseburg
Minimum Hourly: \$17.64

POSITION PURPOSE:

Reporting to the GIS Program Manager, the GIS Technician will support the ongoing maintenance and dissemination of data and applications in the GIS environment. Reporting to the Program Manager, the GIS Technician will work with various Tribal departments and programs to ensure that their needs for GIS Information are met on a day-to-day basis. They will create, edit, and maintain geographical data as well as create paper and web maps.

ESSENTIAL FUNCTIONS:

- Creation of maps for reports and contracts
- Assist in analyses and statistical reporting for environmental assessments, project reviews, and project planning processes
- Maintain timber stand polygons and timber inventory changes in relating databases
- Create and update online field maps used for data collection in remote areas
- Responsible for monitoring, editing, transforming, and reclassifying data collected by field workers into appropriate databases and assist in collecting field data as needed
- Coordination of equipment check out by field staff
- Create and document procedures and metadata definitions
- Fulfill staff needs of large printing requests by managing plotter/scanner
- Other duties as assigned

QUALIFICATIONS:

- Minimum two-year College Diploma in Geographic Information Systems, Geography, Planning, Natural Sciences, Computer Science, or related field.
- 2-3 years of experience and knowledge with GIS databases and editing using ESRI ArcGIS Pro Software and/or other computer-related software.
- 2-3 years of experience in developing paper and web cartographic products using ArcGIS Pro and ArcGIS Online (AGOL).
- Experience writing/operating Python and SQL script to automate processes
- Experience/knowledge in a complementary field to GIS (planning, natural resources, forestry)
- Experience with field GPS devices and applications
- Capacity to troubleshoot and solve technical problems for office and field staff

- Strong professional, organizational, written, and verbal communication skills
- Flexible working style, self-initiative, self-motivation, and a willingness to work with teams to meet staffs' needs and project schedules
- Detail-oriented and highly organized, ethical
- Possess a valid driver's license