Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Manager of Geographical Information Systems

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION: This position performs highly responsible administrative, technical, and supervisory tasks necessary for the development and operation of the Tulalip geographical information system infrastructure. This person utilizes the Geographic Information System (GIS) and GIS techniques to provide a better understanding of variables in a given geographic location. Also, provides maps and data sets to clients to supplement analysis. In addition, this person manages projects that incorporate many distinct users and stakeholders.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx. For more information or questions, please visit: http://quilcedavillage.org/Employment or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Information Systems and Software Services Director

EMPLOYEE SUPERVISES: Under the direction of direct supervisor, performs job duties providing support and service for all of Quil Ceda Village and Tulalip Tribes' departments in accordance with established policies and procedures.

EDUCATION:

- Bachelor's degree in geography, computer science, engineering, surveying, related field of study or equivalent experience working in the GIS, mapping or equivalent industry covering a broad range of projects.

SKILLS:

- Ability to work with competing groups and maintain deliverable deadlines
- Ability to create advanced maps and documentation for use in planning projects such as comprehensive plans and land surveys
- Ability to examine a given situation, analyze possible causes/reasons and recommend plan of action
- Ability to use GIS information to identify new product development opportunities and to solve existing and future problems
- Ability to extract data from GIS software and perform analysis to arrive at solutions new/existing
- Ability to create business correspondence for presentation of project and work objectives
- Ability to coordinate work efforts among a team of individuals
- Ability to establish and maintain effective working relationships with staff and stakeholders

- Ability to work independently and under moderate pressure to identify problems, analyze data, formulate solutions and to meet deadlines and project goals
- Ability to communicate orally and in writing in order to provide guidance and make recommendations to management

EXPERIENCE:

- Three (3) years' experience and progressive responsibility in management or supervision of professional and technical staff
- Three (3) years' experience working on GIS specific projects of increasing complexity
- Three (3) years' experience managing contractors for the delivery of services which include but not limited to land and aerial surveying

OTHER REQUIREMENTS:

- Knowledge of the latest technology used in land and aerial surveys
- Knowledge of GIS dataset topology standards
- Comprehensive understanding/use of ESRI GIS products: Including but not limited to the latest versions of ArcMAP, ArcGIS Pro, ArcSDE, ArcGIS Server and Web AppBuilder
- Knowledge of principles, theories and methods of management as applied to Geographic Information System
- Knowledge of Structures from Motion Photogrammetry including the planning, collecting and processing of data using small Unmanned Aerial Systems
- The ability to create complex geoprocessing scripts using the Python programming language and ESRI software packages
- Knowledge of Microsoft™ Project, Microsoft™ Visio, and Microsoft™ Office
- Knowledge of Global Positioning Systems (GPS) including differential corrections, post processing and Real Time Kinematic (RTK) systems.
- Must possess valid Washington State driver's license (attach copy)
- Must be 18 years of age or older. (Attach documentation with application).
- Must adhere to strict confidentiality of information seen or heard.
- Must be willing to attend progressive job related training as requested
- Must be able to work evenings, weekends, and/or holidays as needed or requested
- Must be authorized to permanently work in the United States without sponsorship
- Must have no misuse of drugs and/or alcohol within two (2) years prior to employment or while employed.
- Must have excellent attendance record and no attendance disciplinary actions with in the last six (6) months.
- Must have no history of suspension, last chance agreement or dismissal with in the last (6) months.
- Must have a successful employment history with the Tulalip Tribes and/or other current and past employers

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer, small hand tools and routine paperwork.
- Stamina to sit, stand, and/or walk for prolonged periods of time.
- Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- Ability to lift and carry 40 lbs. on a frequent basis.
- Ability to work in varying indoor office conditions and/or outdoor weather conditions (including inclement weather) to complete or manage tasks.
- Mobility to bend, stoop, and/or climb stairs on frequent basis.

SPECIFIC JOB PERFORMED:

- Support multiple departments with services, data, processing, maps, software, tech support, training and mentoring
- Guide the design, development and deployment of various high level GIS informative maps, map books, databases (geo-databases), multi-user databases, web apps, analysis and reports
- Interact with stakeholders, project teams, management, other departments to resolve application and system requirements issues, and provide successful solutions; identify new solutions to existing problems
- Achieve on-time product completion under rigid deadlines. Keep track of projects and deliverables in responds to user's requests
- Partner with outside vendors to fulfill the needs of various governmental entities, including: utilities, cable, local police, government affairs, natural resources, and economic & community development departments
- Manage project including contracting with vendors for the procurement of essential aerial and land surveys
- Modify existing operating procedures or project documentation to facilitate requirement changes
- Write documentation to describe program development, logic, coding, and corrections
- Identifying areas of improvement and executing a solution
- Performs other related duties as deemed necessary or requested.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.