

Pokégnek Bodéwadmik

POKAGON BAND OF POTAWATOMI HUMAN RESOURCES

Position: GIS Specialist / Assistant Planner

Organization: Pokagon Band of Potawatomi

Location: Dowagiac, MI

Organization Website: <u>Pokagon Band of Potawatomi | Pokégnek Bodéwadmik</u>

The Pokagon Band has an opening for a GIS Specialist / Assistant Planner in Dowagiac, MI. Applicants must have a minimum of three year's professional experience in a municipal or tribal government GIS capacity. Work is split between office and field work. The Pokagon Band provides a generous benefit package including 15 holidays, generous PTO, health insurance, pension, 401(k), and more.

Position Summary: Responsible for mapping and data analyses using GIS technology. Provide technical support using GIS for Tribal planning activities and other department projects.

Essential Functions:

- Develop and maintain proficiency with the use of ArcView and ArcGIS and their applications.
- Develop and maintain proficiency with the use of global positioning system hardware and software.
- Work cooperatively with the IT Department to maintain system hardware and software and recommend purchases, as needed.
- Develop custom GIS applications and databases for departmental projects.
- Create custom geographic products related to departmental projects utilizing GIS software.
- Produce digital and hard copy maps for departmental projects.
- Conduct field examinations of road conditions and assessments to include accurate BIA road inventory.
- Oversee the inventory, use, and maintenance of equipment used to conduct job duties.
- Assist with the preparation of special studies, reports, and special projects.
- Maintain records, and prepare reports and correspondence related to work.

Non-Essential Functions:

• Perform other related functions as assigned.

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Equipment:

- Standard office equipment.
- Global Positioning Systems and GIS workstations.
- Traffic counters.
- Digitizing tablets.
- Trucks, ATV's, boats.
- Systems used: MS Office applications, Internet, ArcGIS, and Adobe.

Position Requirements:

- Associate degree from an accredited institution whose program of study has been recognized by the Council for Higher Education Accreditation, or the United States Department of Education is required. Bachelor of Science Degree in a scientific discipline or a planning-related field from an accredited institution whose program of study has been recognized by the Council for Higher Education Accreditation, or the United States Department of Education by the Council for Higher Education Accreditation, or the United States Department of Education accredited institution whose program of study has been recognized by the Council for Higher Education Accreditation, or the United States Department of Education is preferred.
- Minimum three (3) year's professional experience in a municipal or tribal government GIS capacity.
- Proficiency with MS Office applications required; CAD experience is preferred.
- Strong organizational skills and the ability to work independently.
- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Excellent presentation, communication (oral and written), and interpersonal skills; ability to speak effectively before groups of employees and the public.

Indian Preference:

Pokagon Band Preference Code applies.