



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-3163 | Fax (360)466-5309

## Job Description: GIS Property Specialist

**SALARY: DOE**

**Open until Filled**

### **GENERAL FUNCTION**

The GIS Property Specialist assists with various projects related to land management and maintenance of GIS data associated with properties on the Swinomish Indian Reservation and other properties owned by the Swinomish Indian Tribal Community. Functions to include mapping of parcels and associated data, database maintenance, property inventory and inspections. This is a full-time position based in the Swinomish Land Management Department, and is under the general supervision of the GIS Coordinator and overall direction of the Land Management Director.

### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Creation of interdepartmental digital and print cartographic products in support of tribal functions.
- Data management ranging from database design, field data collection, post and geoprocessing, as well as written reports and metadata attribution.
- Creation and maintenance of GIS data sets for the purposes of tracking cadastral data and related information (includes data entry, data conversion, attribution, establishment of topological relationships, analysis, reporting, mapping and display)
- Property inventory and inspection
- Research of legal documents to insure correct platting of property descriptions
- Tracking property information
- Administrative tasks associated with property management
- Attend meetings, conferences, workshops

### **OTHER DUTIES**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **CORE COMPETENCIES**

- Strong organizational and analytical skills
- Minimum of 4 years' experience with ArcGIS software
- Experience working with ArcGIS Pro and ArcGIS Online strongly preferred
- Knowledge of ESRI's Local Government Information model and Attribute-Assistant Extension preferred
- Specific knowledge or demonstrated experience with and/or education in cartography; map compilation, design, and reproduction
- Specific knowledge of ArcGIS geodatabase topology rules and/or parcel fabric creation and editing
- Possess an understanding of survey principles and understanding of land records, including land surveys, reading legal land descriptions, and plats of subdivisions
- Experience with GPS hardware and software
- Familiarity & experience with using & writing metadata
- Possess an understanding of and familiar with the use of scripting software (such as Python) in the automation of repetitive tasks
- Proficiency in Excel, Word, and database applications
- Ability to independently problem solve and familiarity with user forums of the GIS community
- Personal initiative and ability to handle multiple tasks, deadlines, and prioritize work load
- Ability to work independently
- Ability to work cooperatively in a team environment
- Attention to detail

### **MINIMUM REQUIREMENTS AND QUALIFICATIONS**

- Minimum education requirements: High School Diploma or GED and some college coursework.
- Minimum 4 years' experience working with ESRI ArcGIS Desktop software
- Must have some experience in project management.
- Experience using a computer, word processing and spreadsheet programs, and data entry.
- Attention to detail a must.
- Motivated to learn.
- Ability to complete projects within specified timeframes.
- Ability to maintain confidential and sensitive information.
- Current and valid Washington State Driver's License.

### **EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

### **APPLICATION INSTRUCTIONS**

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216 or e-mail to [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us) or [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources, by 5:00pm on October 16, 2017. Email to [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us) or mail to:**

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.