



Sac & Fox Tribe of the Mississippi in Iowa Tribal Operations Economic Development Department

349 Meskwaki Road, Tama, IA 52339-9629 • (641) 484-4678 FAX (641) 484-4321

JOB ANNOUNCEMENT

TITLE: GIS Analyst

DEPARTMENT: Economic Development

CLASSIFICATION: Exempt

CATEGORY: Computer Professional

POSITION DESCRIPTION:

The Geographical Information System (GIS) Analyst performs geographic information assessment and support services for the Sac & Fox Tribe of the Mississippi in Iowa.

DUTIES & RESPONSIBILITIES:

- Develop GIS application including performing requirements analysis, data analysis, data manipulation and system development including building custom components with ArcObject or other programming languages to extend the functionality of ESRI ArcGIS products to meet the needs of tribal programs.
- Create high-quality static and interactive maps for site analysis, presentation, publication, wind generation layouts.
- Evaluate resources, initiate programs, manipulate, analyze and present data for use by decision makers.
- Create overlays, intersections, buffering and other common GIS tools for tribal socio-economic, land use, natural resources, cultural and infrastructure inventories, wind data, transmission lines, etc
- Train and mentor departmental staff on GIS data.
- Provide spatial planning support, conduct analytical studies, and validate development conditions.
- Seek means to improve and promote quality control and increase accuracy and thoroughness; occasional field work to validate proposed development via GPS.
- Assist in capacity planning for data storage, processes and network impact of GIS applications.
- Recommend and evaluate software products and assist with GIS application and system problems.
- Other duties as assigned.

REQUIREMENTS:

- Bachelors Degree in Geography or Environmental Studies or similar discipline with programming experience using GIS software for analytical decision support and communicative cartography. 2 to 5 years of experience preferred.
- Extensive knowledge of ESRI software including ArcGIS, Spatial Analyst, 3D Analyst, Global Mapper.
- Knowledgeable and proficient in P.C. word processing, spreadsheet, Internet and email and GPS.
- Demonstrated knowledge in teambuilding and teamwork, but also able to work independently.
- Ability to communicate effectively both verbally and in writing.
- Familiarity with environmental and energy issues, assessment, wind, and electrical utilities desirable.
- Must possess a valid driver's license and submit a certified driving record to be reviewed for insurability.
- Must be physically able to work outdoors, carry heavy equipment and traverse all terrains to survey sites and collect data.

SUPERVISION:

- Will be supervised by the Economic Development Director.

SALARY LEVEL:

Negotiable based on education and experience.