



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>GIS Manager</u>	OPENING DATE:	<u>November 13, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>November 22, 2024</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>GIS</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Tribal Council</u>

HIRING PREFERENCE POSITION CATEGORY:	C
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SUMMARY:

Under direct supervision of the Tribal Council, the GIS Manager will manage the Tribe's Geographic Information System (GIS) and serve as the GIS liaison to all Tribal Departments. The GIS Manager is responsible for the development and maintenance of the GIS databases and applications; providing GIS services to staff and supporting system users; and performing other related duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, develop, and maintain spatial and non-spatial databases that support the diverse activities of the Pechanga Tribal Government. Administer and organize data for the efficient access of information.
- Use GIS to develop new approaches incorporating geospatial data to evaluate and enhance natural resource management decisions. Use advanced knowledge of GIS software modules to conduct spatial analyses and build spatial models. Apply the theories, concepts, and application of GIS analysis and modeling to plan and implement multidiscipline investigations.
- Use GIS software to produce cartographic products, reports, charts, tables, and spreadsheets.
- Manage and maintain archival data, metadata, data dictionaries, and administrative records documenting methods of analysis and procedures.
- Advise and supervise staff on the use of GIS technology.
- Train staff and other employees in the appropriate use of GIS software/hardware.
- Serve as technical specialist to users of the GIS Hardware and Software that work in the other tribal government departments.
- Communicate orally and in writing with internal staff, other governmental agencies, and the public as necessary.
- Maintain a specialized knowledge of development in GIS, computer mapping, and spatial analysis by reading professional literature such as journals, proceedings, and trade literature. Attend meetings, conferences, symposia, training sessions and workshops to remain current on principles, practices, and new developments in the field, to keep up-to-date technically and apply new knowledge to your job.
- Must develop applications to meet end user requirements

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Provide system administration to GIS Servers
- Use and operate small unmanned aircraft system (aka drone)
- May perform GIS technical specialist assignments and be required to travel during emergency incidents by providing real time maps to emergency personnel
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and /or recommendations
- Serve on inter-governmental committees and task forces and provide GIS technical expertise.
- Communicate and coordinate regularly with other departments to maximize the effectiveness and efficiency of interdepartmental operations
- Required to regularly enter data into a computer terminal, PC, or other keyboard device.
- Perform GIS software installation, maintenance and updates
- Create and maintain a GIS Department Budget
- Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work
- Must adhere to all policies and procedures of the Pechanga Tribal Government

SUPERVISORY RESPONSIBILITIES

This role includes supervisory duties for the GIS department. You will carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provide training and direction to the GIS department staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood. Responsibilities will include but are not limited to the following:

- Planning, assigning and directing work
- Appraising performance
- Addressing complaints and resolving problems

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in Geography or Geographic Information Systems or related field, and five (5) year's work experience specifically in the area of GIS application or course work in related field and relevant work experience of 10+ years GIS application **required**
- Geographic Information Systems Professional (GISP) **required**
- Ten (10) year's experience with ESRI GIS software specifically with ArcGIS-Pro & ArcGIS Enterprise **required**
- Certified with FAA part 107 license **required**
- **Must** have experience proposing, predicting, and providing theoretical and probability mapping
- **Must** possess a valid Driver's License and qualify for employer insurability **required**
- Clean DMV report
- Experience advising a diverse staff concerning use of GIS technology, serves as liaison with other GIS users within the tribal government
- Work cooperatively with other Tribal employees
- One year of supervisory experience, preferred
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing
- Must successfully pass a pre-employment background investigation

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BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - Employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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