



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
(Vacant)

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Geographic Information Systems (GIS) Manager
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: GIS
SUPERVISOR: Tribal Council
POSITION CATEGORY: C
RATE OF PAY: DOE

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

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.

- 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
 - 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

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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

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.

- 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

KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth knowledge of and experience using ArcGIS-Pro and ArcGIS Enterprise
- Ability to collect geospatial data using drones
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Skill preparing and monitoring budgets
- Skill presenting ideas and concepts orally and in writing
- Skill establishing and maintaining effective working relationships with other department staff and Tribal Members
- Ability to read and understand precision technical plans, blueprints, and drawings
- Ability to work independently on multifaceted projects
- Ability to present facts clearly and accurately in graphic form.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions
- Ability to understand the implications of new information for both current and future problem-solving and decision-making
- Ability to identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is regularly required to use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is often required to enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Job duties require the employee to physically enter construction sites at different stages of completion. It may require hiking and walking on rugged terrain, including uneven ground, steep terrain and the susceptibility to multiple forms of plants and environmental life. The employee must occasionally lift and/or move up to 25 pounds.

<p><u>Hiring Preference:</u> 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. <u>At-Will Employment:</u> 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. <u>Drug Testing:</u> The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. <u>Background Investigation:</u> All candidates and employees may be subject to a background investigation.</p>
--

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in both an office environment as well as an outside environment. The employee is regularly required to visit and work in the field and on construction sites, in outside weather conditions, that include high or low temperatures and direct sun. The employee may be exposed to hot, cold, and wet or humid conditions. This also includes being exposed to multiple forms of plants and environmental life. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and may be moderately noisy during events, on job sites and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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.