



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 Technician</u>	OPENING DATE:	<u>May 28, 2025</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>June 6, 2025</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>GIS</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>GIS Manager</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

This is an entry level position. Under the direct supervision of the GIS Manager, the GIS Technician will perform geographic information tasks and projects such as creating, editing and maintaining geographic information services and layers using a variety of GIS technologies. Collect geospatial data using GPS and drone equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect, analyze, and interpret geographic data from a variety of sources including GPS, field observations, satellite imagery, and existing databases
- Create and maintain GIS datasets, maps, and web applications using tools such as ArcGIS Pro, ArcGIS Enterprise, and ArcGIS Online
- Digitize and edit spatial features and ensure accuracy of associated attribute data
- Assist in the design and development of GIS databases and data management systems
- Conduct spatial analysis and generate custom maps, reports, and visualizations for various departments
- Collaborate at a technical level with other staff on GIS technology, processes, and functionality for affective map document production and presentation
- Perform quality control checks to ensure integrity and accuracy of geospatial data
- Assist with field data collection using GPS and mobile data collection tools as needed
- Stay up to date on advancements in GIS technology, software, and best practices
- Performs other duties as required
- Must adhere to all policies and procedures of the Pechanga Tribal Government

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or GED Certificate required, Bachelor's degree preferred
- Must possess a valid Driver's License **required**
- Clean DMV report
- Must be 18 years of age **required**
- Knowledge of spatial analysis, cartographic design, and geodatabase management **required**
- Knowledge of and experience using ESRI Software Suite (ArcGIS Pro, ArcGIS Enterprise. Field Maps), Microsoft Excel, Adobe Acrobat, and Trimble (TerraSync, TerraFlex.) **required**

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.

- Ability to work independently and collaboratively on multifaceted projects in a team environment
- 1-3 years of experience in a Tribal organization highly preferred
- Experience with data formats such as shapefiles, geodatabases, DWG and KML required
- Strong attention to detail and commitment to data accuracy
- Good organizational and communication skills
- 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

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** - \$25,000 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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