

## CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



### 2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

<b>POSITION TITLE:</b>	GIS Technician
<b>SALARY:</b>	\$12.55- \$15.00 per hour/ DOE
<b>DEPARTMENT:</b>	Office of Information and Technology
<b>PROGRAM:</b>	Geographic Information Systems (GIS)
<b>LOCATION:</b>	Nixyáawii Governance Center Mission, OR
<b>EMPLOYMENT STATUS:</b>	Summer 2025, Seasonal/Special Projects
<b>SUPERVISED BY:</b>	GIS Program Manager
<b>LENGTH OF EMPLOYMENT:</b>	July 1- August 15, 2025
<b>WORK SCHEDULE:</b>	Monday – Friday   7:30 AM- 4:00 PM

#### GENERAL STATEMENT OF DUTIES

The GIS Technician is responsible for encoding data into the CDMS data management system. Data such as land surveying records and cultural resource maps need to be scanned and uploaded into the correct project database. This person will also develop a stylized land ownership map for consideration for the 2025 series.

#### WHAT TO EXPECT

After taking trainings on GIS software and data management systems the GIS Technician will be required to scan, rename and upload files to the correct database. The orderly management of documents and digital files is a required skill. Training includes introduction to file management on the network, basic map making in ESRI software and fundamentals of GIS, and how to manage content in Umbraco the platform for the CTUIR.org website. If the opportunity occurs the GIS Technician may upload content into the newly redesigned CTUIR.org website.

### **DUTIES & RESPONSIBILITIES**

- 1) Be able to work responsibly on the task at hand.
- 2) Participate in conversations about work tasks.
- 3) Maintain a positive attitude.
- 4) Work on a computer the entire day.
- 5) Keep organized files on the computer network folder you are directed to work in.
- 6) Learn about and operate different types of software applications.
- 7) Responsible for manage personal accounts, username and passwords.
- 8) Communicate any leave of absence or schedule conflicts with supervisor.

### **BASIC SKILLS & INTERESTS**

- 1) Interest in working in Information Technology or STEM.
- 2) Interest in working on websites (creation, design etc.).
- 3) Ability to think creatively about map styles.
- 4) Ability to research map styles.
- 5) Ability to manage and organize digital files on the network.
- 6) Ability to self-check work for errors.
- 7) Willingness to learn new computer software applications.

### **PHYSICAL DEMANDS**

- 1) Ability to sit, stand, and walk for extended periods.

### **EMPLOYER REQUIREMENTS & PREFERENCES**

- 1) Must be at least 15 years old.
- 2) Report to work on time/prepared each day, and follow a daily schedule.
- 3) Interest in map making, data management, and organizing website content.
- 4) Desire to be creative and learn new skills.
- 5) Dress appropriately for different work experiences and office work.
- 6) Knowledge of web-based applications is a bonus.
- 7) Must have basic organizational and self-management skills.
- 8) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.