TEMPORARY POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Web Programmer (Temporary Employee)

SALARY: Salary: $40 - $55 per hour

DEPARTMENT: Department of the Office of Information and Technology

LOCATION: Telecommuting position
Position located based at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Temporary Employee (Employee scheduled to work 129 hours or less per calendar month)
Funding for this position ends 12/30/2020

SUPERVISED BY: Web Programmer

OPENING DATE: June 29, 2020

CLOSING DATE: Open Until Filled

CTUIR MISSION STATEMENT
Exercise the Tribe’s sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GIS PROGRAM MISSION STATEMENT
Promote and facilitate the collection, maintenance, and beneficial use of geographic information within tribal government.

GENERAL STATEMENT OF DUTIES

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) seeks highly motivated applicants for a Web Programmer position. CTUIR has a well-established GIS program with expertise in a broad range of areas
including: cartography, spatial analysis, remote sensing, visualization, application development and database design. The program is looking for a Web Programmer to provide support for maintenance and development of their enterprise solution for information management. This is a custom web based application for managing data and information which is accessed by users through various work flows. This position will be directly supervised by the Web Programmer and will assist in development of web programming tools for upload, retrieval and visualization of data as well as develop applications for analysis of spatial and tabular GIS data. This position resides within a team of GIS professionals who provide decision support services to the Tribal Government.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Development of web-based applications for retrieving, uploading, mapping and analyzing both spatial and tabular data.
2. Experience using SQL, C#, JavaScript, Python to retrieve and display data from various data sources, such as MS SQL Server and REST APIs is required.
3. Must have experience with IIS web server.
4. Experience creating secure web services and web based applications.
5. Extensive experience using MS Visual Studio, source control (git), and build pipelines for developing and publishing web sites.
6. Provide customer service with software and respond to suggestions for modification or enhancements.
7. Participate in development of web-based tools and visualizations to enable decisions makers’ access to data and derived information.
8. Will be required to perform tasks which enhance and maintain existing web programming applications created and hosted by the GIS Program.
9. Responsible for outlining and communicating project tasks and deliverables which meet the goals and objectives of the clients.
10. Must participate in meetings with the team and communicate an effective work plan, all work tasks and track progress as required.
11. Responsible for providing performance reports for grant/contract work.

SUPERVISORY AUTHORITY: None
SIGNATORY AUTHORITY: None
ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelor’s Degree in Geography, Computer Science or a related field, with two (2) years’ work experience which includes a mix of the skills described below.

OR

An Associate’s degree or completion of an accredited vocational training program in an information technology related program and three (3) years of experience including a mix of the skills below.

a. Minimum of two (2) years managing/configuring and troubleshooting SQL databases.
b. Minimum of two (2) years developing web based applications for storage and retrieval of data.
c. Minimum of two (2) years developing in environments such as C#, JavaScript, Python, HTML/CSS, ASP.Net deploying to production servers.

2. Previous experience with Git and the management of versioned code repositories and workflow.
3. Previous experience working as a part of a team of developers. If working remotely, prior experience on a remote team is preferred.
4. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
5. Must have good IT technical skills and the ability to contribute creative solutions for problems. Software skill-set must be kept current by attending trainings as directed by supervisor.
6. Considerable knowledge of project management procedures. Individual must be highly organized and have ability to communicate effectively in a group setting.
7. Must have a valid state driver’s license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker’s ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicant’s who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.
DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

[Signature]
Approved: Jocque Withers-Lyons, Assistant Director, Office of Human Resources
Date 6. 29. 2020

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Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee’s personnel file when/if hired for this position.)*

_________________________________________
Applicant Signature

_________________________________________
Date