



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

White Earth Reservation Tribal Council Job Announcement

Position: GIS Technician

Location: White Earth

Pay: \$26.23/DOQ

Benefits: Full

Open: 01-20-25

Close: 01-31-25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for collecting, analyzing, and interpreting geographical information from geodetic surveys, aerial photographs, and satellite data. Will also be responsible for coordinating data and other tribal land inventories of White Earth.

Research, study, and prepare maps and other spatial data in digital or graphic form for legal, social, political, educational, and design purposes.

- Year-round utilization of Global Positioning System hardware collecting numerous types of data on the Reservation for various departments.
- Revise existing maps and charts, making all necessary corrections and adjustments.
- Identify, scale, and orient geodetic points, elevations, and other planimetric or topographic features, applying standard mathematical formulas.
- Select aerial photographic and remote sensing techniques and plotting equipment needed to meet required standards of accuracy.
- Delineate aerial photographic detail, such as control points, hydrography, topography, and cultural features, using precision stereo plotting apparatus or drafting instruments.
- Determine map content and layout; as well as production specifications such as scale, size, projection, colors, and direct production to ensure that specifications are followed.
- Gather, organize and consolidate field data from various agencies including state, county, township and tribal data.
- Submit inventory updates as needed
- Provide mapping assistance to Department including boundary, environmental and survey analysis through use of Arcview GIS and Land Development Software
- Monitors and measures ongoing progress for establishing goals.

Build and update GIS Enterprise database.

- Maintain parcel and other spatial data on a daily basis.
- Monitor server for reliability and storage space requirements.
- Coordinate data needs with all reservation departments.
- Maintain accurate tribal land records and database by coordinating assigned staff with scanning documents, tracking leases and assignments.
- Gathers and compiles accurate and complete information for reports and related statistics..

Communicates with internal and external sources to ensure program and organization is represented in a professional manner.

- Provides assistance to staff within department and other staff where required to meet department goals on land related goals and objectives.
- Develops and maintains positive professional relationships with other governmental agencies, including the Bureau of Indian Affairs, office of Special Trustee, geospatial support, etc.;
- effectively communicating in a professional manner to resolve issues or concerns.
- Maintains good rapport with staff, organizational employees, and external sources including tribal, local, state and federal representatives.
- Works with local units of government, Federal and State on land use.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of principles and methods for describing the features of land, sea and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant animal and human life.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Highly computer literate, able to manage and operate various software programs, including Esri Arcview, Civil Land Development, Microsoft word, excel, access, and related software programs.
- Knowledge of realty, tribal land, and historical outcomes plus related natural resources departments.

- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods, and services.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans blueprints, drawings, and models.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Skilled in surveying applications and procedures
- Skilled in operating a variety of equipment, surveying instruments, machinery and tools, observing all safety precautions.
- Ability to conduct in-depth research for lengthy periods of time, reviewing land documentation.
- Ability to read, write, and map legal descriptions in various forms.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to maintain accurate records, complete reports and keep current files ongoing activities.
- Ability to apply rules and combine information to reach an appropriate conclusion to people and programs.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to understand the implication of new information for both current and future problem-solving and decision-making.
- Ability to determine causes of operating error and decide what to do about it.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Ability and skill to generate or adapt equipment and technology to serve user needs.
- Ability and skill to identify complex problems and review related information to develop and evaluate options and implement solutions.

Qualifications:

- Bachelor's degree in geography, engineering, computer science, GIS, or related field.
- 3 years of experience in GIS, land development, or related field
- Certificate or combination of education and experience accepted plus 1 or more years of training in computer land development software and Esri GIS.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications: www.whiteearth.com

EEO with Native American Preference

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.

Background Checks performed

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