



<https://www.torresmartinez.org/job/gis-specialist-trainee-requisition2378/>

GIS Specialist Trainee-Requisition#2378

Description

This position is under the direct supervision of the Planning Director ("Director"), to perform entry level field duties as a Geographic Information System ("GIS") Specialist Trainee. Under general supervision, the intern collects and integrates field-based data for various Tribal assets; creates and maintains geospatial data utilizing the Tribe's GIS software and asset management system; collaborates with the Tribe's Cultural Committee as well as staff from various departments within the Tribe; and assists with developing work plans and daily schedules to meet the goals for the project. Successful candidate must have knowledge of quantitative data analysis; basic principles of mathematics, geography, and cartography; of good communication and organizational skills; ability to learn ArcGIS and MS Office applications (Excel, Word, Access etc.). Must have ability to use G.I.S. related software, mapping, spreadsheet and word processing programs; read and understand technical reports, maps, drawings and specifications; prepare narrative reports, perform mathematical calculations and sort/file documents; maintain accurate records; communicate effectively, both orally and in writing.

EDUCATION and/or EXPERIENCE:

1. Must be a High School Graduate or equivalent.
2. Basic knowledge of mapping techniques and methods, a plus.
3. Must have basic computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Continuously throughout employment, must possess a valid California Class C Driver's license and maintain insurability under the Tribe's vehicle insurance policy.
2. Able to complete a course in Knowledge of ArcGIS Pro.

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

Employment Type

Full-time

Base Salary

\$ 17.70

Date posted

May 13, 2021

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-521

Job Location

66-725 Martinez Road, 92274, Thermal

Hiring organization

TMDCI