



PUEBLO DE SAN ILDEFONSO  
Human Resources Office  
02 Tunyo Po  
Santa Fe, NM 87506

## POSITION DESCRIPTION

**POSITION:** GIS/GPS Manager

**LOCATION:** San Ildefonso Pueblo

**SALARY:** \$60,000-\$70,000

**REPORTS TO:** Natural Resources Department Director

### Job Summary:

The GIS/GPS Specialist is the primary entity responsible for managing all GIS/GPS matters on the Pueblo de San Ildefonso. All Departments will be required to input any data retrieved through program activity to the GIS/GPS Manager. The Specialist must have a strong background in Math, Science and Computer Technology, and is responsible for field surveying, using traditional and GPS technology, data integration, data updates as well as maintenance and technical drafting in the ESRI suite of Geographic Information Systems software, or other relevant alternatives.

### Essential Duties and Responsibilities:

Develop and manage a central database for all land matters including but not limited to official surveys of Pueblo boundaries, official surveys of all land assignments, all private claims within the exterior boundaries of the Pueblo, Utility alignments, rights of ways, easements, and historical documents relating to all land matters within the Pueblo de San Ildefonso;

Develop and manage proper controls for heightened cyber-security measures to protect all data maintained by the GIS/GPS department;

Develop a user-friendly process for data retrieval for all Departments;

Develop a user authorization process and user-friendly mechanism for data retrieval for Tribal members;

Serve as the Pueblo's central clearinghouse for all GIS/GPS program information;

Develop and update GIS Quality Management Plan, and Standard Operating Procedures;

Will require collection and acquisition of all geographic and geospatial data dealing with Pueblo lands;

Will review and compare data quality according to an approved Quality Assurance Project Plan;

Will be responsible as main GIS key manager for all geospatial data development, manipulation and archiving;

Develop database models and produce outputs (maps, charts, tables, reports etc) to meet project tasks;

Will provide leadership on all GIS planning for projects and reports;

Will have responsibility of system inspection including software management, equipment upgrades, system upgrades and equipment maintenance;

Regularly interact with Department GIS/GPS staff to build strong lines of communication and interaction;

Train subordinates and staff on data retrieval;

Conduct field surveying using Global Positioning System Technology;

Acquire all external agency realty data;

Responsible for multi-agency interactions; and

Perform other duties as assigned or required.

#### Minimum Qualifications:

A Bachelor's Degree in GIS, Environmental Science, or a related field; and/or eight years work experience and training in Geogrpahy, Computer Science, Engineering and Planning.

Experience with field surveying using traditional and GIS/GPS technology.

Experience operating and maintaining GIS/GPS equipment.

Must have the ability to use computer technology and various software programs, especially ESRI GIS software, Word, Excel, and e-mail programs.

Ability to interact with government entities such as the Environmental Protection Agency (EPA), Department of Energy (DOE), Department of Interior (DOI/BIA), the Los Alamos National Laboratory (LANL), and others.

Must have the ability to independently assess and evaluate program needs, coordinate and implement strategies, and apply this knowledge toward program development.

A valid State of New Mexico Drivers License is required.

Must have the ability to perform light manual labor, including the ability to lift 50 pounds.

Must have the ability to hike rough terrain.

Must have effective oral and written communication skills.

Native American preference.

Some in-state and out-of-state travel may be required.

Must be able to pass background investigations required by the Pueblo de San Ildefonso and any other entities requiring clearances necessary to access their data.