



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0068  
NATURAL RESOURCES  
GIS MANAGER**

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<b>Position Title:</b>	GIS Manager	<b>Pay Level:</b>	\$26.40 - \$39.62
<b>Position Open Date:</b>	10/18/2023 – Until Filled	<b>Department:</b>	Natural Resources
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Natural Resources Director	<b>Location:</b>	Natural Resources

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**POSITION SUMMARY:**

Responsible for developing a sustainable GIS program that will enhance the Pueblo's LAPP program as well as setting standards for other departments or programs GIS needs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelor's degree in Geography, Natural Resources, or Environmental Science; AND Master's degree in Geography, Cartography, or related field with an emphasis on GIS; AND four (4) years of related experience. At least 2 years of supervisory experience.

**REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:**

New Mexico Driver's License, is required as part of the job function.

Background Investigation

Obtain First Aid and CPR certification.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone; agility to maneuver across uneven terrain.

Work is subject to performance under adverse environmental conditions.

**ESSENTIAL FUNCTIONS:**

- Develop and implement policies and procedures for a geospatial program that will assist the Pueblo in setting geospatial data standards, and data collection.
- Develop a GIS Work Plan that will include long and short term goals, and funding needs.
- Composes, updates and edits documents which include contracts, contract modifications, work plans, project status reports, management statements, memoranda, policies, procedures, and correspondence as it pertains to digital mapping.
- Develop data sovereignty policies for the Pueblo.
- Liaison between Pueblo of Jemez and Los Alamos National Laboratories GIS Department.
- Responsible for supervising at minimum two (2) staff members.
- Evaluates employee performance, counsels employees and effectively recommends initial discipline and other personnel decisions.
- Assesses, determines and implements GIS programmatic needs.
- Oversee and support other department programs and projects such as assisting with environmental scheduling and sampling, data gathering, and educational outreach to the community.
- Assist with work plan development and budget overview.
- Assist with preparing quarterly and annual reports.
- Collaborate with other GIS leaders on Esri application releases, training, requirements, and any other changes.
- Provides direct consultation and support to the Director and the Office of the Governor on technical issues.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Performs related duties as assigned by the supervisor.

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Towa language preferred, but not required.
- Pueblo of Jemez history and culture.
- Esri product, i.e. ArcOnline, ArcEnterprise.
- Story mapping, dashboards.
- Principles and practices of program and project management.
- Computer hardware and software associated with duties.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Use of GIS and Surveying123, Collector, AvenzaMaps.
- Coordinating projects and project activities.
- Researching various database archives.
- Conducting GIS presentations and training sessions and facilitating or leading committees where required.
- Preparing various types of reports, applications such as for grants, memorandum and correspondence.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Communicating effectively in oral and written forms.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**