



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 Fax (715) 634-4797 HR Fax (715) 699-1209

Geographic information systems (GIS) Specialist

Posting Date: November 20, 2023
Closing Date: Open Until Filled
SALARY: Negotiable (DOQ)
LOCATION: CDC Building
SUPERVISION: Executive Director
DEPARTMENT: Division of Land Management (DOLM)
ADMINISTRATION: Tribal Governing Board Personnel Policies and Procedures

Position Summary:

Under the direct supervision of the Executive Director, the GIS Specialist will provide support to the programs within the LCO Division of Land Management.

Minimum Qualifications:

1. Mature Adult.
2. Excellent knowledge of the use of standard office equipment with strong computer skills and knowledge of computer software (i.e., Microsoft Office Software, computer, fax, scanner, multi-line telephones).
3. Must be professional, dependable, and courteous. Ability to exercise judgement, show leadership and excellent interpersonal skills.
4. Must be able to work independently, self-motivated, organized, possess the ability to multitask and manage significant number of assigned duties simultaneously to get work/assignments completed in a timely manner.
5. Must be detailed oriented, be reliable, able to interact with all levels of employees, vendors, visitors in a professional manner.
6. Knowledge of and commitment to professional ethics.
7. Positive person with excellent team member qualities

**LCO Tribal Government
Human Resource Dept
GIS Specialist**

8. Ability to maintain and adhere to strict confidentiality, in all matters, at all times, and sign a confidentiality agreement upon hire.

Required Qualifications:

1. Bachelor's degree in GIS, business management, or related field. A combination of experience and education may be considered.
2. High analytical thinking to effectively analyze information and databases.
3. Good oral and written communication and interpersonal skills to effectively communicate and work with departmental staff and management.
4. Experience with AutoCAD, CAD, Javascript, Agile, Qgis, GIS, SQL, Python, and Geo Database software and systems.
5. Must possess reliable transportation, valid driver's license, and insurance.
6. Ability and willingness to travel when necessary.
7. Must be able to pass a background check.
8. Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

1. Maintain complete confidentiality of all information received.
2. Create, develop, and maintain GIS databases, shape/coverage/layer data, and linkages to various databases.
3. Entering data into the GIS, providing GIS support to DOLM programs, creating reports, and producing maps.
4. The GIS Specialist performs programming and analytical project responsibilities which include planning, developing, analyzing, and performing quality control functions to geographic related systems in support of the DOLM's GIS.
5. Perform other duties that may be assigned.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. A resume should be typewritten, indicating personal information related to the position for which the applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***