

Tribal GIS Coordinator

The United Auburn Indian Community (UAIC) is currently seeking a **Tribal GIS Coordinator** for our **Tribal Historic Preservation** department. As a federally recognized Native American tribe, UAIC is committed to enhancing the well-being of our Tribal Members, employees, and the surrounding communities. Join us in a supportive environment where tradition is honored, and innovation is encouraged.

Why UAIC:

- Health and Wellness Benefits: Enjoy 100% employer-paid Medical, Dental, and Vision coverage for you and eligible family members.
- Retirement Planning: We contribute to your retirement account starting at 4%.
- Work-Life Balance: We value your personal time with fifteen (15) paid holidays and four (4) weeks of accrued PTO in your first year.
- On-Site Amenities: Benefit from complimentary on-site breakfasts & lunches, fostering a sense of community and convenience.

How to Apply:

Ready to make a meaningful impact? Visit [UAIC Careers](#) to apply online

Position Summary

The Tribal Geographic Information Systems (GIS) Coordinator, under the direct supervision of the Cultural Regulatory Manager, is responsible for securely managing, maintaining, and updating the Tribe's geospatial data in ArcGIS Pro and Enterprise Server while ensuring accuracy and integrity. The Tribal GIS Coordinator is responsible for collecting, organizing, and analyzing geospatial data specific to UAIC's tribal lands and territories. This position plays a critical role in supporting tribal decision-making processes, resource management, land use planning, and cultural preservation efforts. The Tribal GIS Coordinator must have a strong background in GIS technologies, cultural sensitivity, and an understanding of tribal communities.

The Coordinator organizes and maintains geospatial data in UAIC's Tribal Historical Information System (THRIS) and manages and creates GIS data from appropriate sources. This position supports Preservation Department staff who use or create GIS data and maps.

Job Functions

Essential Functions

- Collects, organizes, and maintains geospatial data relevant to UAIC including boundaries, land ownership, cultural and natural resources, Sacred Lands, and other spatial data.
- Assists Regulatory with tribal consultation project mapping and notification processing. Produces high-quality maps and other materials for use in meetings, presentations, and publications.
- Upholds and enforces data standards, metadata documentation, and data sharing protocols.
- Uses and maintains GIS related office and field equipment.
- Supports in-field gathering of information to generate maps as assigned, coordinating with Department staff.

- Performs archival research to identify potential GIS data regarding the location of cultural sites in support of project review.
- Locates and georeferences historic maps.
- Effectively communicates geospatial data and analysis findings and provides recommendations to Department staff.
- Coordinates California Historical Resources Information System (CHRIS) THPO Access Agreements on a bi-annual basis.
- Completes the backlog of GIS data and ensures timely data entries
- Trains staff on the use of ArcGIS and THRIS.

Non-essential Functions

- Participates in field reconnaissance surveys.
- Assists with the preparation of Department of Parks and Recreation (DPR) site records, including Location and Sketch maps.
- Participates in meetings with lead agencies and interested parties.
- Performs other duties as assigned

Knowledge, Skills, and Abilities

Knowledge

- Intermediate to advanced knowledge of GIS, California geography, including familiarity with USGS topographic maps.
- Familiarity with policies such as California Environmental Quality Act (CEQA), National Environmental Policy Act, Assembly Bill (AB) 52, Section 106, National and California Register of Historic/Historical Resources.
- Intermediate knowledge of California Native American history, culture, and lifeways.
- Excellent writing and communication skills on the phone, in emails, and in person.
- Advanced computer literacy, specifically proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and Access.

Skills

- Proficient in GIS software, including ArcGIS Pro, and Enterprise Server for map creation, spatial analysis, and data management.
- Maintains awareness of and applies emerging GIS technologies, standards, and best practices..
- Electronic processing of materials and working with GIS and databases.
- Well-organized, and able to manage multiple projects simultaneously.
- Excellent time management.
- Proactive, forward thinking.
- Attention to detail.
- Strong organizational and analytical skills

Abilities

- Ability to track tasks, convey priorities, and complete tasks without supervision.
- Ability to do research independently and self-starter.
- Ability to establish and maintain positive and professional working relationships with coworkers, agencies and the public, and to work effectively with diverse cultural and ethnic groups.

- Ability to operate standard office machines and equipment, and to learn to operate specialized computer-based software and equipment.
- Flexibility to adapt to various work-related challenges.
- Ability to maintain a highly professional image in all work-related activities.
- Ability to travel to project sites within UAIC's tribal territory and various agency offices.
- Ability to participate in professional development activities, including trainings, workshops, and conferences.
- Ability to interpret and apply policies and procedures with confidence
- Ability to maintain confidentiality, as applicable and appropriate.
- Ability to maintain a valid California driver's license.
- Ability to successfully clear all necessary background checks.

Qualifications

Minimum requirements

- GIS Certificate or equivalent course work and/or experience
- Bachelor's Degree in Anthropology/Archaeology, Natural Resources, Environmental Policies, Cultural Resources Management (CRM), or a related field.
- Familiarity with regulatory requirements and experience working with Tribal communities.

Working Conditions

This position varies from principally sedentary in completing office phases of the duties assigned but may include performing field visits. The field work may require physical activity in driving and walking to, from, and around locations in rough terrain, often at high altitudes while carrying equipment and supplies weighing up to 50 pounds, in adverse conditions, and temperature extremes, such as heat more than 100 degrees F, and cold below 20 degrees F, as well as frequent exposure to high noise levels. While performing the office duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must use hands and fingers, to handle, pinch, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence. Indian Preference does apply.

Please visit <https://www.auburnrancheria.com/careers/> to apply