Cow Creek Government Office

Position Description

Position Title: GIS Program Manager

Department: Natural Resources

Reports To: Natural Resource Director

FLSA Designation: Non Exempt

POSITION PURPOSE:

The GIS Program Manager is responsible for maintaining and developing Geographic Information System (GIS) initiatives that support current Tribal departments and meet the future GIS needs of the Tribe. The position will manage supporting GIS staff and delegate the GIS needs of other Tribal departments to the GIS staff. They will ensure the most current and accurate GIS data is being used for analysis, planning, and mapping. This position will create systems for uniformly collecting and housing field data.

ESSENTIAL FUNCTIONS:

- Spatial Analysis and statistical reporting for environmental assessments, project reviews, and project planning processes.
- Maintain timber stand polygons and timber inventory changes in relating databases.
- Creation of interactive mapping applications of Tribal data for the exploration and mapping use of Tribal programs such as property information, fire location and growth, infrastructure, easements, ect.
- Provides day-to-day supervision of the GIS team.
- Manages budgets and provides fiscal oversight for program activities.
- Plans, organizes, manages, and administers GIS operations and functions.
- Evaluate goals, objectives, priorities, and activities to improve performance and outcomes. Develop and implement program and strategic planning.
- Stays abreast of new trends and innovations in technology related to GIS operations; researches, recommends, and implements improvements; works with staff to maintain, revise, or improve operations and systems.
- Maintains user and technical operating instructions and documentation; provides training to users and other technical staff and advises on best practices.
- Analyzes and reviews federal, state, and local laws, regulations, policies, and procedures to ensure compliance and data collection standards.
- Analyze and evaluate data quality of current GIS layers.
- Attend and participate in GIS-related user groups and trainings.

QUALIFICATIONS:

- Bachelor's Degree in Geographic Information Systems, Geography, Planning, Natural Sciences, Computer Science, or related field (Master's Degree Preferred).
- 5 + years of experience with ESRI GIS platforms (ArcGIS Pro, ArcGIS Online).
- 1 + years of experience with UAV flight planning and post processing software.
- 3+ years of supervisory capacity managing a team of direct reports.
- Budget management experience.
- Knowledge of current FAA UAV regulations.

- Knowledge of GIS functions for various disciplines: business, planning, natural resources, and forestry.
- Excellent written and oral communication skills.
- Current valid Oregon Drivers' License required.