
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	GIS Specialist
Reports To:	GIS Division Coordinator, or designee
Location:	Orleans, CA
Assigned Work Location:	Karuk Department of Natural Resources, Orleans, CA
Salary:	\$26.78-\$34.51/hr., DOE
Classification:	Full Time, Non-exempt, Regular or Part Time (32-39 hrs.)
Summary:	The GIS Specialist provides critical Geographic Information Systems (GIS) mapping, data management, and infrastructure support to the Karuk Department of Natural Resources (KDNR) and its collaborative partners. Working closely with other KDNR programs, this role develops tailored mapping and data management solutions to support planning, implementation, research, and monitoring activities, while upholding Karuk tribal data sovereignty principles. Under the supervision of the GIS Division Coordinator, or designee, this position is contingent upon funding availability.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043/7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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POSITION DESCRIPTION

Title: GIS Specialist

Reports To: GIS Division Coordinator, or designee

Location: Happy Camp, CA/ Yreka, CA/ Orleans, CA (as assigned)

Assigned Work Location: Karuk Department of Natural Resources, Orleans, CA

Salary: \$26.78-\$34.51/hr., DOE

Classification: Full Time, Non-exempt, Regular or Part Time (32-39 hrs.)

Summary: The GIS Specialist provides critical Geographic Information Systems (GIS) mapping, data management, and infrastructure support to the Karuk Department of Natural Resources (KDNR) and its collaborative partners. Working closely with other KDNR programs, this role develops tailored mapping and data management solutions to support planning, implementation, research, and monitoring activities, while upholding Karuk tribal data sovereignty principles. Under the supervision of the GIS Division Coordinator, or designee, this position is contingent upon funding availability.

Responsibilities:

1. Supervises Natural Resources Technicians, interns, youth workers, and program staff as assigned.
2. Produces high-quality paper, digital, and online maps for various platforms (mobile devices, computers, posters, web), adhering to best cartographic practices. Supports partners in accessing and utilizing these products, providing training as needed, soliciting feedback, and incorporating improvements.
3. Collaborates with programs and partners to design logical and sound data structures for modeling data collection efforts and protocol while adhering to sound database design principles such as documenting datasets with clear, consistent, and comprehensive metadata, and maintaining and adhering to structured naming and filesystem conventions for shared file systems.
4. Develops intuitive mobile data collection forms and mobile applications for offline data collection and user-friendly web and desktop-based workflows for non-GIS experts to access, manage, and quality-control their data.
5. Develops workflows to complete a wide range of data-management tasks, including extraction, transformation, and loading data to and from various systems.
6. Supports programs and partners in the maintenance of GIS software for desktop and tablets, including licensing, password management, software installation, and training and manages cloud and self-hosted organizational GIS infrastructure, including users, groups, permissions, shared access, resource usage, backups, and troubleshooting.
7. Seeks to understand indigenous data sensitivity and ensures the protection of sensitive data. Upholds Indigenous Data Sovereignty principles, ensuring data are used for collective benefit, that the Tribe has

authority to control the data, and that it is used in a responsible and ethical manner.

8. Performs geospatial analysis to develop answers to questions from programs and partners using spatial data and works to develop solutions for the GIS division and other programs to improve shared data management workflows.
9. Utilizes program drones for data acquisition and to support implementation operations, including prescribed fire, and documents flights and processes drone imagery data using structure from motion workflows.
10. Documents workflows, troubleshooting steps, and other useful information in a shared knowledge system.
11. Participates in collaborative planning meetings to understand needs and provide mapping support when requested. Participates occasionally in other field data collection efforts to test products in the field and better understand the needs of KDNR staff and partners.
12. Adheres to Tribe's and Program's confidentiality and personnel policies.
13. Be available for local and out of the area travel as required for job related training and various activities.
14. Attends all required meetings, trainings and functions.
15. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrates initiative, good communication skills, and ability to work and solve problems independently.
2. Expresses a curiosity about GIS technology in general and a desire to continue to learn and improve technical skills. Demonstrates an understanding of tribal sovereignty and data sovereignty
3. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to understand and follow oral and written instructions.
7. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in geospatial science, geography, natural resources or related field including coursework in use of GIS technology and one (1) year related work experience; or
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based 2:1 ratio. Equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have proficiency in Esri software including ArcGIS Pro, ArcGIS Online, ArcGIS Field Maps, and Survey123, demonstrate strong cartographic design skills, and basic understanding of database design and management.
3. Experience conducting field surveys, reading topographic maps, Global Positioning System (GPS) data collection, maintaining shared GIS Data across devices and platforms, and carrying out other field mapping and data collection efforts is preferred.
4. Experience working in a programming language such as R, Python, or Structured Query Language (SQL) is

preferred.

5. Working knowledge in at least one field pertaining to natural/cultural resources as well as experience with prescribed fire or other land management activities is preferred.
6. Understands the use of Unmanned Aircraft System (UAS) devices for data collection activities, and the storage, processing, and utilization of this data. Possession or the willingness to obtain a Federal Aviation Administration (FAA) Part 107 Small UAS Pilot's License is preferred.
7. Must have proficiency in Microsoft Office Suite programs.
8. Must have good problem solving and analytical skills.
9. Must demonstrate the ability to work effectively and build relationships with partners across multiple organizations.
10. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
11. Must have strong written communication skills including the documentation of technical knowledge.
12. Must possess basic knowledge of the traditions, culture or history of the Tribes of Northwestern California, and a willingness to learn about and incorporate Karuk cultural values and traditional ecological knowledge into GIS work.
13. Must be a self-starter, well organized, and willing to learn new skills.
14. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
15. Must successfully pass a pre-employment drug screening test.
16. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: July 21, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25