

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2015-116    **Issue Date:** 06-25-15    **Closing Date:** 07-01-15

**Data Coordinator**  
**Engineering**  
**Department of Natural Resources**  
**Hourly Wage: \$20.49/Regular/Full-Time**

The Data Coordinator will develop, update and maintain Tribal Transportation Program (TTP) and Wapato Irrigation Project (WIP) databases. The Data Coordinator will also research, develop, organize and inventory real estate documentation to assist with planning-related activities.

**Knowledge, Skills and Abilities:**

- Knowledge, of computer software programs to assist in preparing presentations to various groups.
- Knowledge of peripheral equipment such as printers, scanners and plotters.
- Skill in troubleshooting computer hardware, software and networking problems.
- Skill in coordinating and compiling information from various sources and in various formats.
- Ability to keep up-to-date with ongoing changes of computer software and related databases to assist with planning related activities.
- Ability to transfer and rescale aerial photographs to geographic maps.
- Ability to perform geospatial modeling, analysis and data manipulation.
- Ability to digitize information for the production of maps, graphs and charts; and updates and maintain mapping layers.
- Ability to operate various data collection tools including, but not limited to, GPS equipment, water flow meters and traffic counters.
- Ability to develop and implement data protection and archiving protocols.
- Ability to initiate, organize and execute projects independently.
- Ability to effectively express ideas and proposals to a variety of audiences, graphically, orally and in writing.
- Ability to work closely with all Engineering staff to ensure a positive work environment.

**General Recruiting Indicators:**

- Minimum of an Associate's Degree with computer science emphasis and 4 years' experience developing GIS databases. Equivalent combination of a technical degree, training and 10 years of progressive experience that provides knowledge, skills and abilities to perform the required duties may be substituted for education.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a background check and receive clearance to access BIA Division of Transportation's Integrated Transportation Information Management Systems (ITIMS) and Road Inventory Field Data System (RIFDS).
- Must possess or have the ability to obtain a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers permit.