

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2025-04**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Geographic Information System Technician  
**OPENING DATE:** March 27, 2025  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Tribal Historic Preservation Office  
**SALARY RANGE:** NE10; \$19.74 - \$29.60

**Position Summary:**

Under general supervision of the THPO Manager, the GIS Technician collects data to develop and maintain cultural resource databases. Produces relevant maps and conducts reviews of known data for potential impact on recorded cultural resources. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged/culturally sensitive information.

**Essential Duties & Responsibilities:**

- Identifies new and existing sites; surveys areas, takes photos, establishes GPS coordinates, and collects GIS and other relevant data for inclusion in databases.
- Monitors existing sites for relevant changes and documents accordingly.
- Assists with the field monitoring of construction/project sites.
- Assists in the development of and maintains inventory of a comprehensive reservation-wide survey of historic properties and locations
- Creates, updates, and edits maps using ArcInfo, ArchPro, ArcGIS 10.x software.
- Collects survey and mapping grade GPS data for entry into GIS database.
- Digitizes, inputs, updates, and ensures integrity of data in system.
- Reviews, verifies/corrects, maintains, and updates cultural resource databases including NMCRIS/ARMS. Transfers verified data to develop the Pueblo's cultural databases.
- Creates and updates metadata.
- Documents workflow procedures for collecting GIS & GPS field data and for updating/verifying existing records.
- Updates spatial and tabular data in shapefile, file geodatabase, and SDE geodatabase file formats.
- Supports THPO staff with creating/updating GIS mapping applications.
- Creates GIS data from paper maps, scanned maps, field notes and reports.
- Participates in regular briefings and meetings to ensure effective communication regarding projects and related activities.
- Represents the program through effective communication and relationship building initiatives.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Associates Degree in Geography (including IT & geographic theory and practice), Environmental Science, Physics, or Biology, required. One (1) year of work experience with ESRI ArcGIS Desktop required. FEMA/ICS 100, 200, and prerequisite certifications preferred; must obtain within six (6) months of hire. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The GIS Technician - THPO is designated as a Moderate Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of applicable codes and regulations including the Pueblo's laws, ordinances, and legislation.
- Knowledge of the Pueblo's customs and traditions and their relevance of cultural sensitivity to program operations.
- Knowledge of various types of databases relevant to Program.
- Knowledge of data collection processes and procedures relevant to Program.
- Knowledge of current versions of ArcGIS, ArchPro, Arclnfo 10.x software.
- Knowledge of geographic information systems, their capabilities and related geographic/cartography principles, including geo-referencing and projection systems.
- Knowledge of proper spelling, grammar, and punctuation, and adequate math skills to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to understand and skill in interpreting data, plans and specifications.
- Ability and skill to develop comprehensive reports in required format.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to communicate effectively, both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines; make solid decisions, and exercise independent judgment.
- Ability to maintain strict confidentiality of Pueblo's culturally sensitive information.
- Skill in database management, spatial analysis, surveying, and remote sensing.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill with computer software, including Microsoft Word, Excel, PowerPoint, Access, Outlook and Adobe Professional.
- Skill in preparing GIS-based maps for inclusion in documents and presentations.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact HR, at (505) 552-5252 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**