



ADAMS LAKE INDIAN BAND
JOB POSTING
GIS TECHNICIAN

This position will report to and under the direction of the Natural Resources Director, the GIS Technician is responsible for providing a complete range of mapping support for planning, reporting and analysis to the Adams Lake Indian Band Natural Resource Department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintain a positive, professional environment in accordance with Adams Lake Band policies and procedures
- Maintain office efficiency by assisting in planning and implementing office systems as applicable to the position.
- Liaise with other outside agencies, organizations and groups
- Assist in managing the ALIB mapping database as necessary.
- Reliability and dependability.
- Experience working with Arcinfo and Arcmap
- Experience with Electronic Submissions
- Experience with results reporting
- Experience with Phoenix
- Experience in mapping forestry development work (cp, sp, rd app, cruise maps)
- Other work to include contracting services out
- Assisting Title and Rights in achieving their mapping needs.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Minimum 3 years' experience
- GIS Diploma or equivalent
- Possess strong computer skills using Microsoft Word, Excel, Access, Outlook and Power Point.
- Superior organizational and time management skills, with the ability to set priorities for self and others within a team-oriented work environment
- Ability to maintain a high level of accuracy in preparing and entering information
- Excellent analytical and problem-solving skills
- Excellent listening, verbal, written and interpersonal communication skills.
- Ability to work in a team environment.
- Knowledge of Secwepemc Culture and asset

OTHER REQUIREMENTS

- Class 5 Drivers License
- Reliable transportation with business insurance coverage
- Current and acceptable Criminal Record Check

Interested applicants please direct resumes, cover letter and 3 employment references to:

Bonnie Thomas, Interim Human Resources Manager
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

Deadline for applications: Posting will remain open until a suitable candidate is found.