**The Three Affiliated Tribes**  
**Job Description**

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

<table>
<thead>
<tr>
<th>POSITION: GIS Mapping Technician</th>
<th>FLSA STATUS: FT-Regular</th>
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<tr>
<td>DEPARTMENT: MHA Nation Energy Division</td>
<td>LOCATION: New Town, ND</td>
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<tr>
<td>SALARY: $ D.O.Q</td>
<td>OPENING DATE: OCT 3 2013</td>
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<tr>
<td>CLASSIFICATION: Non-Exempt</td>
<td>CLOSING DATE: OPEN UNTIL FILLED</td>
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**POSITION SUMMARY:** GIS Mapping Technician will provide GIS mapping expertise in ArcGIS software and the execution of GIS process and data integrity. Will apply knowledge, theory and methods of infrastructure planning, oil production and pipeline operations knowledge, geospatial analytical, surveying, geodesy and GIS database skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Utilizes specialized computer hardware and software in application of geodatabase management and processing skills, including handheld GPS GeoXH, and ESRI tools to perform various levels of complex analytical tasks.
2. Applies cartographic presentation skills to present results in multiple formats, and also prepares and makes generic process presentations at major conferences and meetings including MHA Nation Energy Summit, Natural Resource Committee Meeting, Tribal Business Council Meetings, Oil and Gas Industry Meetings, etc.
3. Responsible for the delivery of information products, data, and services using a combination of knowledge of staff and management needs and GIS applications to support pipeline operations and oil well production compliance and enforcement.
4. Develop and manage specialized computer software routines, Web based GIS, database and business applications to customize geographic information.
5. And other duties as assigned.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**SUPERVISORY REQUIREMENTS:**
- The requirement for managing others does not exist.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge**

- Reviews and analyzes current project submittals and assist in the designing and monitoring of programs and procedures for users, perform spatial analysis, etc.
- Identify opportunities for development of routine report and data extraction tools.
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- Operate specialized computer hardware and software and peripheral equipment to model, manage, analyze and display geospatial data.

Skills
- Coaches and trains staff on the data integrity processes and coordinates with management to ensure compliance.
- Support delivery of ad-hoc reports and extracts of information from tools, and identify opportunities for development of routine reporting and data extraction tools.
- Depth and breadth of communication skills are required to communicate within organizational verticality ranging from peers, technical, and senior management. Must be work-time flexible with time to meet staff and management requirements.
- Must be capable of handling a diverse workload and multiple tasks, working in a team environment, but also working independently with minimal daily supervision.

Abilities
- Prepares and submits monthly reports as needed.
- Collaborate with MHA Nation Energy staff and Industry partners to analyze and validate business data requirements using various GIS data sources.
- Integrate data from disparate sources, perform and/or manage data Quality Assurance and Quality Control, and identify and coordinate resolution of inconsistencies.
- Works with numerous entities (Tribal, Federal, Industry and State) to identify and resolve feature inaccuracies.

MINIMUM QUALIFICATIONS AND EDUCATION:
- BA/BS in Geography, GIS, Geology or computer science preferred.
- Working knowledge of ESRI ArcGIS suite (10.0).
- Ability to read/understand Oil and Gas legal descriptions. Understanding of metes and bounds descriptions.
- Prefer 1-2 years prior experience in geography or GIS.
- Oil and Gas industry experience is preferred.
- ESRI Software
- Geodatabases
- ArcGIS
- Spatial Analysis
- Cartography
- GIS Analysis
- Geodesy

WORKING CONDITIONS:
Primarily work is performed in an office setting. The work area is adequately lighted, heated and ventilated. May require some field work throughout the year.
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Work may require irregular hours, ie. working after normal scheduled working hours and/or weekends.

Required to operate a Tribal motor vehicle.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.

All interested persons must submit the following information:
* TAT Application
* Copies of
  - Diplomas/Certificates and Transcripts
  - Driver's License & Social Security Card
  - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to one of the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND  58763
Ph.# 701-627-4781
Fax# 701-627-2960

Job Services of North Dakota
P.O. Box 477
New Town, ND  58763
Ph.# 701-627-4390