



QUARTZ VALLEY INDIAN RESERVATION Job Description

Job Title: Environmental/GIS Specialist **Location:** Quartz Valley, CA
Department: Environmental Department **Reports to:** Environmental Director
Application **Wage** \$15.00 - \$17.00 per hour
Deadline: May 15, 2012 Full-time Permanent

Position Summary:

Work involves 1/3 field work involving driving and hiking over rough terrain for surveys of streams, fish, botany, water quality, forestry; 1/3 office data management involving recording, tracking, entry, and analysis, GIS programming, and basic reporting; 1/3 project assistance in the office and out in the public involving writing project reports and proposals, summarizing results, displaying graphs, verbally reporting to the public or other scientific groups at evening meetings or national meetings.

DUTIES AND RESPONSIBILITIES

- GIS programming on ESRI ArcMap platform Version 10
- Data management of a variety of field programs (water quality YSI datasonde, fish survey data, macroinvertebrates, stream habitat, botanical surveys, forestry, archeological surveys)
- Web page management uploading documents to QVIR website
- Data management on Excel and Access databases, (data entry and QA/QC checks of data)
- Basic statistical analysis (linear regression, ANOVAs) using computer software
- Draft paragraphs, cite literature, and prepare reports using word processing
- Identify plants using keys such as Jepson Manual
- Search for and assess grant opportunities, and preparation of grant proposals
- Preparation of data into tables and graphs and development of PowerPoint presentations
- Present findings or tribal positions in meetings, both technical and for general public
- Use of analytic equipment (YSI datasonde, IDEXX bacterial counts)
- Field work involving hiking over rough terrain, (stream surveys, snorkel surveys, water chemistry)
- Drive 4-wheel drive and navigate via maps to field sites
- Manage multiple schedules and projects with product deliverables

SUPERVISORY RESPONSIBILITIES:

May supervise field crews of up to 4 people

DESIRABLE QUALIFICATIONS:

Experience working with GIS, data management, field surveys and data collection, understanding of scientific methods, and ability to work flexible schedules; Energy and enthusiasm for environmental work; Possess understanding of environmental issues related to Tribes in Northern California; Enjoy working with multiple partners in government, Tribes, landowners, consultants, non-government organizations.

MINIMUM QUALIFICATIONS

1. Must possess a current CA Drivers License and have a good driving record
2. B.S. in Environmental, Biological field
3. Experienced in GIS programming
4. Experience in field work
5. Excellent communication and writing skills in the environmental field

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