

TEMPORARY WITH BENEFITS GRANT FUNDED

06/30/23 to 06/30/25

MAKAH TRIBE

POSITION DESCRIPTION

JOB TITLE: Ocean Mapping Specialist

EXEMPT: No

JOB CODE: 3-SS T5

TARGET SALARY: \$22.74 to \$25.27/DOQ

SHIFT: 8:00 AM – 5:00 PM

PROGRAM: Chief of Staff Office

LOCATION: Building 12

REPORTS TO: Natural Resource Policy Analyst

SUMMARY: The Ocean Mapping Specialist (OMS) will work with staff from across the organization to enhance the Tribe’s capacity to engage with regional ocean planning and management. The Tribe’s inter-departmental Ocean Policy Work Group and key natural and cultural resource staff need additional mapping and data to support our engagement in a host of ocean planning processes (e.g., siting of research buoys, proposed shipping lane changes, development of offshore wind, etc.). The additional capacity provided by the OMS will support the protection and management of Makah treaty resources and ocean spaces. The OMS is responsible for documenting staff data and mapping needs and priorities, working through the West Coast Ocean Alliance (WCOA) Data Portal to identify useful data and gaps, and developing internal mapping capacity to support the Tribe’s engagement on ocean planning topics. The OMS will also travel to and participate in regional ocean planning meetings to support data development. This position is funded under a 2-year NOAA Regional Ocean Partnership grant, which we anticipate may be extended. Funding is available for GIS or other mapping software training.

ESSENTIAL DUTIES AND RESPONSIBILITIES. Because of the Tribe’s commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Under the direction of the Natural Resource Policy Analyst, work with natural and cultural resource staff to identify data and mapping needs and priorities, and develop a short workplan for filling them.

Research and assess the West Coast Ocean Alliance Data Portal for data that Makah staff have requested/prioritized and for any specific gaps.

Develop internal mapping and data products to meet the needs the staff have identified (e.g. data layers, story maps, etc.). Note that this occurs in year 2 of the grant and training opportunities are available for year 1, as is ongoing technical support from the granting agency.

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Attend and participate in WCOA meetings related to the project with the Natural Resource Policy Analyst and other relevant staff. Attend Ocean Policy Work Group meetings.

Conduct basic data collection in the field with assistance and direction from the Natural Resource Policy Analyst and other natural resource staff as relevant to filling data needs.

Work with a Makah Summer Youth intern in Year 2 to develop a story map project.

Assist with outreach and development of presentations to the Ocean Policy Work Group, community, and/or the school as needed.

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in natural sciences, environmental sciences, environmental studies, natural resource management, marine biology, forestry, geography, policy studies, or planning; or one to two years related experience and/or training; or equivalent combination of education and experience. **REQUIRED**

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

TEMPORARY WITH BENEFITS GRANT FUNDED

06/30/23 to 06/30/25

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Any experience (coursework, etc.) with mapping tools, GIS or similar software, and/or data management is strongly desired. Interest in/willingness to be trained in these fields also preferred.

Previous experience working for a Tribe and awareness of data sensitivity issues is highly desirable.

Awareness of emerging ocean issues on the West Coast is a plus.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Must be able to maintain appointment calendars and set up meetings, etc. Additional software program experience is preferred.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment. This position will be working with many staff from across the organization. Relationship building and inter-personal skills are important.

Must have the ability to effectively meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may occasionally be required to participate in some data collection outdoors, including on uneven terrain (wetlands, beaches, hills, etc.).

WORK ENVIRONMENT

TEMPORARY WITH BENEFITS GRANT FUNDED

06/30/23 to 06/30/25

This is primarily an office job with some occasional field work (which may include exposure to wet and/or humid conditions, outside weather, etc.). The noise level in the work environment is usually quiet.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: April 10, 2024
CLOSE: April 25, 2024**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.