



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Tribal Transportation Planner/GIS-GPS Mapping Specialist  
**SUPERVISOR:** LDF Tribal Planning & Development Director  
**LOCATION:** LDF Tribal Planning & Development  
**POST DATE:** May 15, 2024  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to serve as the Tribal Transportation Planner for the Lac du Flambeau Band of Lake Superior Chippewa Indians. Collect data to maintain the GIS tribal mapping system for reservation roads and other layers of mapping data and information needed for planning purposes.

**Qualifications:** Bachelors of Science degree in GIS or related field preferred; Associate Degree with ability and experience in the mapping field is required. Working knowledge of GIS/GPS is required, with computer knowledge, GIS software, and be able to read and understand road construction plans. Must possess a valid driver's license and have liability insurance.

Salary: \$24.00-\$27.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Tribal Transportation Planner/GIS-GPS Mapping Specialist

**B. DEPARTMENT:** LDF Tribal Planning & Development

**C. SUPERVISOR'S TITLE:** LDF Tribal Planning and Development Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to :

Specific duties include but are not limited to the following:

1. Develop/implement Long range Transportation Plans.
2. Update Indian Reservation Roads Inventory.
3. Create and maintain attribute and data-based files for IRR roads inventory and mapping.
4. Use GIS/GPS equipment to enhance mapping and data-based files.
5. Attend workshops, trainings, and meetings as necessary or as assigned.
6. Organize and/or assist in planning and implementation of Road Construction Projects.
7. Assist other Tribal departments with GIS/GPS needs.
8. Manage and collect traffic data.
9. Provide and apply mapping data for grant applications.
10. Update existing digital map layers.
11. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Tribal Planning, Roads Department, and Natural Resource Staff
2. **External:** Bureau of Indian Affairs, State and Local Government staff

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Minimal supervision with direction from LDF Tribal Planning & Development Director.

**H. EDUCATION:** Bachelors of Science degree in GIS or related field preferred; Associate Degree with ability and experience in the mapping field is required.

**I. EXPERIENCE:** Working knowledge of GIS/GPS is required, with computer knowledge, GIS Software, and be able to read and understand road construction plans.

**J. SKILLS:**

1. Must have working knowledge of GIS/GPS.
2. Working with Microsoft computer programs and GIS software.
3. Reading and understanding road construction plans.
4. Must have knowledge of land descriptions and surveys.

5. Must have an understanding of Tribal Government.
6. Understanding of the National Indian Reservation Roads Inventory.
7. Must have exceptional organization skills, be a self-starter.
8. Ability to work with individuals from different backgrounds.
9. Must have communication and presentation skills.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office setting with extensive time on the computer
2. **Exposure to Hazards:** Requires travel to meetings, presentations, training, and visiting construction sites that have large equipment.
3. **Physical Requirements:** Normal bending, sitting, reaching, and walking is associated with office work required and bale to walk some distance in rough terrain to collect data if needed.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Transportation Planner/GIS-GPS Mapping Specialist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must have a valid WI Driver's license and liability insurance. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed  
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**Tribal Administrator** **Date**

Previously signed  
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**Human Resources Director** **Date**