

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406-226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

******VACANCY ANNOUNCEMENT******

Are you a skilled GIS professional who thrives in a collaborative environment where your geospatial skills can make a difference? The Confederated Salish & Kootenai Tribes are searching for a GIS Analyst to join our innovative and purpose-driven team. Make a meaningful impact in our community--learn more and apply at cskt.org/personnel.

TITLE: GIS Analyst

LOCATION: Division of Engineering & Water Resources (DEWR) KH Office - Ronan, MT
Natural Resources Department

SALARY: \$24.02 to \$27.61 per hour (Comprehensive Benefits: Health and Life Insurance, Retirement, Long-term Disability, Paid Time Off, Paid Holidays, and an energizing work environment.)

CLOSING DATE: Monday, December 22, 2025 at 5:30pm

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The GIS Analyst is a full-time, highly technical, professional-level position working in the Tribes' Natural Resources Department in the Division of Engineering and Water Resources (DEWR). The incumbent will serve as the primary geospatial analyst and GIS resource for the Division, and will work within the Information Technology Services and Support Group under the direct supervision of the Division Manager.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Serves as the primary GIS resource and expert within the Division;
- Maintains up-to-date ArcGIS platforms for users across the Division;
- Provides mentorship, training, and support for the GIS user group across the Division;
- Designs, implements and maintains a geospatial database, standardized across the Division, for individual Programs use to maintain and manage Compact Implementation information;
- Creates and maintains user interfaces to support data entry in the Division geospatial database;
- Updates and maintains existing water resources and irrigation geospatial databases and layers for application uses;
- Prepares and maintains informational geospatial resources, including Story Maps, to inform technical and public audiences related to Compact provisions and Compact Implementation activities;
- Maintains metadata and geospatial library resources for all core geospatial data resources;
- Working with Division staff, prepares an electronic folder and filing structure to archive relevant work products;
- Completes project-specific geospatial analysis and map exhibits;

- Prepares technical memoranda and reports to summarize work, as applicable;
- Serves as the primary Division resource to deploy and maintain electronic field data collectors and the software interface to bring data into ArcGIS;
- Interacts extensively with staff within the Division, serves on project teams as appropriate, and brings GIS knowledge to support various Division initiatives;
- Develops a working understanding of the Program staff responsibilities to target and improve the geospatial applications across the Division;
- Interfaces with Program staff working on quantitative or modeling projects to provide model or algorithm inputs and outputs;
- Works with irrigation project staff to support their geospatial database needs, including delivery tract recordation and other utility-oriented applications;
- Works with Natural Resources Department and Forestry staff to support Tribal-wide geospatial initiatives;
- Works with Program staff and the Unitary Administrative Office to support the shared State and Tribal Reservation water rights database;
- Develops and updates software and hardware procurement plan and budgets to maintain current practice infrastructure;
- Initiates and implements value-added projects based on the intersection of geospatial knowledge and understanding of Division initiatives;
- Completes administrative work including workplan development, contract preparation, budget development and projections, administrative reporting, and procurement;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Masters of Arts or Masters of Science with three (3) years of relevant professional-level experience **or** Bachelors of Arts or Bachelors of Science with a minimum of five (5) years of relevant professional-level experience. Education must be in the field of GIS and Geospatial Analysis, Geography, Forestry, Water Resources, or a closely related Natural Resources field. Exposure and emphasis on water resources is preferred. Education and experience must demonstrate focus on GIS and Geospatial Analysis, analytical aptitude, and ability to work interactively in a team setting.
- Must be able to work 40 hours a week, with additional time and evenings and/or weekends when necessary. Requires prolonged sitting, some bending, lifting, and stooping at times.
- Must have a valid State driver's license with the ability to secure a current State of Montana driver's license within six (6) months. Must have liability or full coverage insurance on personal vehicle (if used to travel off-site in performance of duties) and a dependable vehicle for transportation on and off job duty station. Is required to wear CSKT safety apparel as necessary. Required to successfully complete a certified defensive driving course approved by the Department.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

PLEASE CONTACT US FOR MORE INFORMATION:

Casey Ryan, Division Manager-DEWR at 406/675-2700 Ext. 6207, or Email: casey.ryan@cskt.org.

INTERESTED AND QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY!