



# GARDEN RIVER FIRST NATION IS HIRING



*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

**Position: Geographical Information's Systems Technician**

**Salary: ALIGN WITH GRFN PAYBANDS**

**Report to: Lands & Resources Manager**

**Duration: 1 Year Contract**

## POSITION SUMMARY

The GIS Tech is responsible to create geographic data and manage it for Garden River Territories. They will be responsible to perform research activities to determine ownership and make corrections and changes on existing maps; research property history; review and prepare legal descriptions; research and process land transactions and enter parcel change information; interpret detailed plans, photographs, maps, and legal descriptions to generate reports.

## DUTIES

- Design or prepare graphic representations of GIS data, using GIS hardware or software applications;
- Convert data collected from field operations into GIS database with proper and accurate spatial location;
- Analyze GIS data to identify spatial relationships and/or display results of analyses, using maps, graphs, or tabular data;
- Enter data into GIS databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data;
- Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation;
- Creates and updates various map types using planimetric and thematic mapping techniques and aerial and satellite data and maintains map collections;
- Developing a GIS program administered by the Lands & Resources Department that benefits and includes the whole of Garden River First Nation and its territories;
- Liaising between employees, other Garden River First Nation departments and between other GIS technicians, trainer, funding agencies, Chief and Council and appropriate GRFN Committees;
- Using a high-tech computer application that helps organize large amounts of data into easy-to-read maps, layouts, and databases so information can be seen at a glance and used to make informed decisions;
- Developing technical skills to obtain geographic data, data input, and interpretation;
- Analysing data as it pertains to resource management;
- Supervising employees in the field when collecting data;
- Performing other duties as may be required or assigned;

## QUALIFICATIONS

- Required bachelor's degree or three year college diploma relating to history of FN people, environmental studies and law pertaining to First Nations;
- Required one-year related experience;
- Related experience including Class "G" Drivers License, database management and mapping skills, field survey and lands management knowledge;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to use good judgment in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Stamina, sensitivity and strong negotiation and advocacy skills;
- Willingness to accept changes in work practices and technology;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **September 21<sup>st</sup>, 2023 @ 12:00pm.** Please address the envelope and/or email **"GIS-2023-117"** and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)  
Fax: 1-705-945-1415

**Date Posted: September 7, 2023**

*The GIS Technician functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.*

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES. SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

