



COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

729 NE Oregon, Suite 200, Portland, Oregon 97232

Telephone 503 238 0667

Fax 503 235 4228

VACANCY ANNOUNCEMENT

Job Title:	Information Technology Specialist (Data Management Systems)
Starting Salary:	\$33,124 - \$52,669
Closing Date:	May 18, 2012
Classification:	Full-time, regular, non-exempt Grade 7/9
Location:	Portland, OR

General Information:

The Columbia River Inter Tribal Fish Commission (CRITFC) assists four tribes that have treaty-fishing rights in the Columbia River Basin. A key to ensuring our member tribes have a sustainable fishery is the ability to compile and assess information on the status of anadromous and resident fish populations and their habitats within the Columbia River Basin. This position offered is associated with the Fishery Science Department's Geographic Information Systems (GIS) and Database Group. This group assists CRITFC and the four treaty tribes with streamlining data collection and analysis by using innovative software and technology. A large portion of data flow improvements includes developing web mechanisms and integrated web services for data sharing and access.

Essential Functions:

This position provides support for and augments the work of data management specialists. Specific duties of this position include but are not limited to:

- 1. Collect and/or enter and organize data on fish metrics and fish habitat into databases.**
- 2. Conduct quality control procedures on data.**
- 3. Retrieve and report on a variety of data on fish and fish habitat for analysis.**
4. Assist in developing database applications and tools for data entry or automated collection systems.
5. Assist with building and maintaining web pages for data dissemination, including interactive mapping.
- 6. Assist in developing documentation, metadata, and manuals for data, databases,**

and applications.

7. Communicate with a variety of people from varied cultures and agencies.

Qualifications:

The person in this position will need to have experience in or a desire to learn:

1. A minimum of an Associate's Degree in Computer Science, or equivalent knowledge, **with biological data knowledge and skills.**
2. Must be **proficient in Microsoft Excel**, and Word, and have some knowledge or desire and ability to learn Microsoft Access and SQL, and Visual Basic for Applications (VBA), .NET (or similar programming language or software).
3. Must have some experience with DreamWeaver and creating web pages with HTML, JavaScript, VB script (or similar software) and the ability to use or learn Microsoft and open source software. Experience with Photoshop is a plus.
4. Must have the ability to communicate technically in writing.
5. **Must be well organized with attention to detail, record keeping, and documentation of work.**
6. Must be able to effectively communicate by phone, email, etc., with a variety of people and cultures about data issues or assistance with technical questions pertaining to the database applications, web pages, and tools.
7. **Must have a general knowledge of Pacific Northwest fish biology, ecology, and habitat requirements. Familiarity with fish tagging and tagging databases (e.g. PITAGIS, RMIS) is desirable.**
8. **Experience in performing quality assurance and quality control checks on data sets is essential.**
9. Have some knowledge of spatial data and its use in mapping applications; a plus is experience with ArcGIS.
10. Ability to work as a team member is a must, but also be able work independently when the need arises.

Supervision Received: This position reports directly to the GIS/Database Coordinator.

Supervision Given: This is not a supervisory position.

Working Conditions: Office work with some travel for meetings.

CRITFC Motor Vehicle Policy:

The driver operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver's license, or other operator's license, as required by law; and be eligible for coverage under CRITFC's Motor Vehicle insurance policy. Upon request, CRITFC's Motor Vehicle policy is available to applicants to review the required criteria.

Application procedure:

Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaska natives, especially to members of the four CRITFC member tribes (Warm Springs, Yakama, Umatilla, and Nez Perce).

Note: no incomplete application will be considered.

Send a complete application materials include a cover letter, CV/resume, completed job application (available on our website at www.critfc.org “employment opportunities” on the bottom left corner or by calling 503.238.0667), a copy of relevant certifications and a list of at least three professional references.

Submit to:

Columbia River Inter-Tribal Fish Commission

Attn: Human Resources

729 NE Oregon, #200

Portland, Oregon 97232

Email: hr@critfc.org (please follow with mailed original)

Fax: 503.235.4228 (please follow with mailed original)