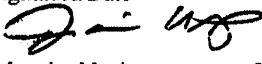


**Yakama Nation POSITION DESCRIPTION**

**Title:** Data Systems and Information Specialist  
**Program:** YKFP-Fisheries  
**Department:** Natural Resources  
**Location:** As Assigned  
**Status:** Exempt

Class Title: Data System Manager				
Code/Range: 0320-25				
	New	Reclass	X	Update
Signature/Date				
				
Jasmine Martinez			05/04/2021	
Yakama Nation Human Resources				

**DESCRIPTION OF WORK:**

Provide database and website maintenance and development support to Yakama Nation (YN) Fisheries/Yakima-Klickitat Fisheries Project staff. Understand YN and regional fisheries data management and sharing needs and objectives. Formulate and implement strategies to meet objectives. Collaborate with YN Fisheries biologists, managers, and data managers to assist in planning, designing, creating, implementing and maintaining data management systems for data input, storage and transmission. Understand the data being managed and participate in maintenance and development of field data collection systems. Collaborate with staff in leveraging existing systems and building internal web-based services and systems that deliver data in electronic formats to centralized locations that have the ability to share internally and with partners as appropriate. Assist in maintaining, managing and enhancing the YN Fisheries public information website and social media service platforms to serve data and information to internal and external, technical and policy users in a manner that is consistent with YN data sharing directives.

**SUPERVISION RECEIVED:**

Is supervised by the Research and Data Coordinator who prepares an annual performance evaluation.

**SUPERVISION EXERCISED:**

None.

**EXAMPLES OF WORK PERFORMED:**

Staff data systems analysts, support critical salmon and steelhead data management and sharing capacity for Yakama Nation (YN) Fisheries and the Yakima/Klickitat Fisheries Project.

Implement intra- and inter-tribal polices and processes for sharing critical salmon and steelhead data in a timely manner to support environmental decision-making.

Interpret and incorporate YN data policies, standards, and guidelines in application development and administration.

Perform data capture, storage, and transmission needs assessments.

Interface project data with regional databases such as PTAGIS, Regional Mark Processing Center (RMPC), Streamnet, and Coordinated Assessments data exchange (CAX).

Evaluate hardware, software, and third party services as to their appropriateness to meet program needs.

Implement and assist in further developing YN Fisheries' strategic data management plan.

Perform helpdesk functions providing technical guidance and assistance to users, including writing user manuals and application training.

Assist with development of twin centralized data (SQL) servers within the YN that archive historical data and support query of existing tribal databases.

Assist with development of automated priority dataset back-up and software tools to allow controlled access to all Yakama Nation salmon and steelhead datasets and associated meta-data via web-based application software.

Transfer existing centralized data management system technology (possibly adapted from that previously developed by partner tribe and through YN pilot project efforts) and modify as appropriate, to support data capture-to-end-user report management of priority salmon and steelhead data.

Develop documentation and manuals on procedures/protocols of software design and usage by using and creating: workflow, data flow diagrams, E/R diagrams, user interfaces, data dictionaries, data models, metadata repositories, and other data management tools.

Provide planning/design, acquisition/creation, documentation, implementation, training and technical support for data capture, storage, transmission, and associated reporting systems for Yakama Nation Fisheries projects in collaboration with program biologists.

Perform helpdesk functions providing technical guidance and assistance to users, including writing user manuals and application training.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of project management and implementation procedures.

Knowledge and understanding of fisheries biology and management.

Knowledge of database software including skills in at least some of the following: MS Access, Oracle, MySQL, SQL Server, PostgreSQL, Survey123, R or similar software platforms/tools.

Knowledge of web service software and tools including skills in at least some of the following: HTML, Drupal, WordPress, PHP, MS Windows Server, JavaScript, or similar software platforms/tools.

Skills in problem solving and understanding of the interrelationships with other data specialties.

Ability to work independently to complete tasks;

Ability to analyze and define data requirements, design, write, test, debug, and maintain software applications.

Ability to create user interfaces and train users.

Ability to write and maintain application software documentation.

Ability to design databases and web interfaces.

Ability to import legacy data into databases through use of applications and database tools.

Ability to install, maintain and repair technical electronic communication and data systems equipment;

Ability to establish and maintain effective working relationships with coworkers, elected officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to relate technical/scientific data to Tribal Council members and Fisheries staff.

Ability to be sensitivity to Tribal Culture and Values.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in a Science field, Information Technology or related field.

Two years of work experience in developing and managing data systems or websites.

Required to pass pre-employment drug test.

Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving permit.

Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

**PREFERRED REQUIRMENTS:**

Master's Degree Science in Information Technology or related field.