



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/05/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>SYSTEMS ADMINISTRATOR</b>			
Pay Grade Negotiable	Salary Range Negotiable	Classification Negotiable	
Department: INFORMATION TECHNOLOGY	Location: Okmulgee	Location Code: 55	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	<p>General Summary:          Responsible for the technical design, planning, implementation, and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex operating systems must have WMWARE experience. Recommends the redesign and configuration of operating systems and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service to the customers of the department.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Develops new system and application implementation plans, custom scripts and testing procedures to ensure operational reliability. Trains technical staff in how to use new software and hardware developed and/or acquired.</li> <li>• Performs troubleshooting as required. As such, leads problem-solving efforts often involving outside vendors and other support personnel and/or organizations.</li> <li>• Installs, modifies and maintains systems and utility software on server computer systems. Provides server support related to other software.</li> <li>• Establishes guidelines and methods for the installation and management of the host computer operating systems, disk arrays, fiber channel switches, tape libraries and other components.</li> <li>• Ensures high availability and acceptable levels of performance of mission critical host computer resources.</li> <li>• Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.</li> <li>• Develops procedures, programs and documentation for backup and restoration of host operating systems and host-based applications.</li> <li>• Develops and coordinates project directions and schedules to maximize benefits and minimize impacts on the customer organizations. Provides leadership in planning and implementation of projects for</li> </ul>



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	<p>computer operations and enterprise systems administration.</p> <ul style="list-style-type: none"> <li>Responsible for the data center and computer host systems including hardware, software and equipment such as air-conditioning system, UPS (uninterrupted power system) and fire protection system.</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>Associate's degree in Computer Science or related discipline. Relevant experience may substitute for the degree requirement on a year for year basis. Three years work experience in complex systems design, programming and systems software and support.</li> <li>Knowledge of: Programming languages and operating systems; current equipment and technologies in use; Unix system administration, enterprise backup and recovery procedures, and system performance monitoring tools; effective project management techniques; principles and practices of effective management and supervision.</li> <li>Ability to: Plan, organize and document complex system design activities and to configure systems to be consistent with institutional policies/procedures; communicate technical/complex information both verbally and in writing; establish and maintain cooperation, understanding, trust and credibility; perform multiple tasks concurrently and respond to emergency situations effectively.</li> </ul>
Preferred Requirements:	2. Preferred Requirements - BS in Engineering, Computer Science, CCNP MCSE VMWARE VCP 5 YEARS experience
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	VMWARE VCP MCSE CCNP

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.



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- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs.       Up to 100 lbs.       Over 100 lbs.

Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals  
 Risk of electrical shock       Vibration       Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.