

Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

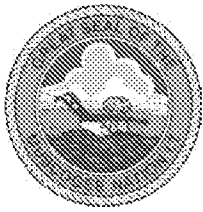
PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 03/25/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: GIS TECHNICIAN			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: GEOSPATIAL SUPERVISOR	Location: Okmulgee	Location Code: 219	FT/PT 1-Full Time

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

General Summary:	Under the direction of the GIS Manager, performs a variety of tasks relative to the development and maintenance of the tribes Geographic Information Systems (GIS) database. This includes the collection and formatting of data using geospatial technology. Assists with the day to day operations of the Geospatial Department and providing assistance as needed.
Principal Duties and Responsibilities:	<p>Able to read legal descriptions and other map documents</p> <p>Knowledge of ArcGIS, ArcGIS Pro and ArcGIS Online and other database software</p> <p>Knowledge of commonly used mapping and cartography concepts, practices and procedures</p> <p>Perform basic analysis, queries, geo-referencing and formatting of the data</p> <p>Assist in the creating, editing and updating of GIS data through field data collection or ArcGIS</p> <p>Use Trimble GPS field hardware and software systems to collect data</p> <p>Able to work with various technical equipment and software systems/programs</p> <p>Able to communicate with others and technical writing skills</p> <p>Assist with large format lamination and scanning</p>
Minimum Requirements:	Associates degree from a two-year college or university in GIS, Geography, Cartography, and Computer Science/Information Systems or a closely related field.
Preferred Requirements:	
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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- 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.
- 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:

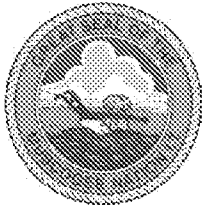
- Fumes or airborne particles
 Outside weather conditions
 Toxic or caustic chemicals
 Risk of electrical shock
 Vibration
 Loud Noise

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.



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