



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 12/01/2022	Employee Requisition Number ER-23068	JOB OPPORTUNITY	
Title/Position: GIS ANALYST			
Pay Grade SG 11	Salary Range \$35,859-46,820	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 supervision of the GIS Manager, the GIS Analyst will assist in the development and implementation of the Muscogee (Creek) Nation's enterprise Geographic Information System (GIS). The GIS Analyst will work with ArcGIS and other mapping related software/tools to create, edit and maintain the geodatabase. Daily tasks include fulfilling requests, project management and producing documents in various formats in a team oriented environment. Any and all other duties assigned that may utilize geospatial technology.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Participate in the development and implementation of the tribal GIS 2. Gather applicable data from various sources and maintain the geodatabase with metadata 3. Create, edit and update datasets on an ongoing basis 4. Perform tasks such as geoprocessing, spatial analysis, and other types of data analysis 5. Be able to operate GPS and other equipment in the field 6. Provide training/instruction to other employees/staff 7. Produce outputs in the form of maps, graphs, charts, and reports as needed 8. Work Closely with the Department of Transportation 9. Maintain a knowledge of Federal regulations relating to the Tribal Transportation Program 10. Provide backup for Tribal Transportation Planner in regards to inputting information into the DOI database-RIFDS 11. Participates in meetings and conferences as directed, some travel may apply. 12. Able to work in team environment and manage multiple projects
Minimum Requirements:	<p>Associates degree from a two year college or university in GIS, Geography, Information Technology or other related disciplines Knowledge of Microsoft Office software (Including MS Word, MS Excel, PowerPoint and MS Outlook). Strong organizational skills, knowledge of Creek Nation jurisdictional boundaries. Knowledge of the T.T.P. (Tribal Transportation Program) procedures and guidelines. Must be able to pass background check.</p>



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Preferred Requirements:	Previous experience with ESRI, GIS, and Trimble GPS systems. Bachelor's degree.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

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.
- 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.



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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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.