



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 08/10/2018	Employee Requisition Number ER-18335	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, perform a variety of technical tasks relative to the maintenance and development of Geographic Information System (GIS) databases, metadata, global positioning system, maps, printing and scanning, reports, queries, etc. to support the Geospatial Department and other Departments as needed, and performs other duties as assigned.
Principal Duties and Responsibilities:	Collects field data using GPS; Performs quality control for database maintenance; Locates and compiles data sources; Able to use ArcGIS software; Able to generate maps, charts, graphs and other outputs using geospatial tools. Creates tutorials and training materials for other departments; Digitizing and maintaining records
Minimum Requirements:	Working knowledge of computers. Knowledge of commonly used data mapping concepts, practices, and procedures. Excellent written/verbal communication skills and demonstrated organizational skills a must. Must possess a valid driver's license.
Preferred Requirements:	Associates degree from a two-year college or university in Geography, Cartography, and Computer Science or closely related field. Ability to read legal descriptions and deeds. Knowledge of ArcGIS and databases preferred. A year of relevant experience in Geographic Information Systems/Global Positioning Systems is preferred.
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.



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- 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.