



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 06/03/2019	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: MULTIMEDIA WEB SPECIALIST			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: PUBLIC RELATIONS	Location: Okmulgee	Location Code: 61	FT/PT 1-Full Time

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

General Summary:	<p>Responsible for the management of the company's external website, including the MCN, Creek Health and National Council websites. Will combine knowledge of web, photography and graphics knowledge to achieve greater brand awareness and a web experience. Demonstrate and maintain proficiency with Wordpress -both back-end development and user experience evaluation.</p> <p>Manage the design, structure, function, maintenance, and continuous improvement of internal SharePoint and external websites (including all images, tools, and content).</p> <p>Find, diagnose, and repair website problems, including broken links, typographical errors, and formatting inconsistencies. Capture images of events, take portraits and other photo needs Edit images. Formats images for web use. Assist with special projects, as needed. Creates graphical designs for user interface of Web sites by performing the following duties.</p>
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities include the following. Other duties may be assigned.</p> <p>Conceptualizes the graphical interface of a company or client's eBusiness image for various Internet applications.</p> <p>Integrates video, animation, still images, text and audio into the graphical design of the eBusiness</p> <p>Utilizes various graphical software tools and technologies to transform graphical concepts into specific electronic applications on and off-line.</p> <p>Uses appropriate pixel and vector based images, typography, live text, Web safe colors, image scanning, and form elements to support the application and quality of the product.</p> <p>Modifies and implements designs generated by others to ensure quality products.</p> <p>Provides expert analysis and input on others' designs.</p>



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	Makes changes to product based on feedback from management and users. Meets with design and technical staff on projects, technical specifications, and deadlines. Stays abreast of any industry-wide changes in design philosophy and any new tools and technologies being used for the Internet and web design. Confers with quality assurance staff to correct performance problems.
Minimum Requirements:	Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
Preferred Requirements:	Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	None

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



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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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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.