



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 11/06/2020	Employee Requisition Number	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, projects management and producing documents into various formats while working in a team oriented environment. The GIS Analyst will assist in all other duties or activities related to geospatial technology.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> * Participate in the development and implementation of the tribe's GIS *Gather applicable data from various sources and maintain the geodatabase with metadata *Create, edit, and update datasets on a regular basis *Perform tasks such as geoprocessing, spatial analysis, and other types of data analysis *Work with GPS, Drone and other equipment in the field *Able to communicate training/instruction to other staff *Produce outputs in the form of maps, graphs, charts, graphs and reports as needed *Able to work in a team environment and manage multiple projects
Minimum Requirements:	Associates degree from a 2 year college or university in GIS, Geography, Information Technology or other related disciplines
Preferred Requirements:	Previous experience with ArcGIS and GPS systems is preferred. Bachelors degree in related field
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.



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- 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.