COMPUTER SYSTEMS SPECIALIST – DATA SERVICES

Energy Abstracts has an immediate opening for a full-time Computer Systems Specialist -Data Services in Petroleum Abstracts which is an abstracting and indexing service that enables users to search the world’s petroleum literature to quickly and easily identify, and ultimately acquire published works that are most relevant to their research.

The selected candidate will work in our office on the University of Tulsa campus and report to the Assistant Director of Data Services. The successful candidate will be responsible for designing, developing, implementing and maintaining software and data systems to support operations of Petroleum Abstracts, ensuring reliability, efficient functionality, interoperability, and security.

Position Purpose
This position reports to the Assistant Director of Data Services and is responsible for designing, developing, implementing and maintaining software and data systems to support operations of Petroleum Abstracts, ensuring reliability, efficient functionality, interoperability, and security.

Essential Duties and Responsibilities
Specific duties and responsibilities include the following, but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Other duties may be assigned.

➢ Develop, design, code, test, implement and maintain new software and database systems that support operations including web
➢ Design and create web APIs utilizing in-house databases
➢ Serve as liaison between internal and external entities to complete projects as assigned
➢ Ensure best practice computer security protocols are being met
➢ Keep up-to-date with current developments in computer science and computer hardware technology and recommend implementation of new software and hardware products and modifications of data systems architecture that will enhance operations
➢ Perform system administration duties, including installing, testing, reviewing, and maintaining key system software

Knowledge and Abilities
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

➢ Demonstrate professionalism and diplomacy in interpersonal relationships
➢ Support and embrace diversity and inclusiveness
➢ Ability to be present in the office
➢ Regular weekday (Monday-Friday) attendance is required during core business hours
➢ Ability to work additional hours, if necessary
➢ Ability to pass a background check
➢ Proficiency in programming languages such as Perl, Python, and JavaScript
➢ Experience with DevOps in a Linux environment
➢ Strong administration and programming skills in a Linux environment
➢ Excellent communication skills
➢ In-depth knowledge of current computer security and Cybersecurity protocols
➢ Experience with using virtual machines and cloud resources, preferred

Education, Work Experience and/or Licensure
➢ US Citizenship or Permanent Residence Status required
➢ Bachelor's degree in computer science or computer-related area, or equivalent education and experience
➢ Experience in designing restful APIs in an Apache environment
➢ 1-3 years experience on Linux systems administration and programming utilities
➢ 1-3 years experience in application development using Python
➢ Working knowledge of SQL, HTML, PHP, Bash Shell, Drupal, JSON, XML

Language Skills
➢ Excellent English language oral and written skills

To Apply:
• Email your resume and a cover letter to: EOpportunities@cig.com
• In the subject line of your email enter: “Computer Systems Specialist – Data Services”
• Only qualified candidates should apply
• NO RECRUITERS

Energy Abstracts is an Equal Opportunity Employer