



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 01/14/2021	Employee Requisition Number ER-21079	JOB OPPORTUNITY	
Title/Position: SECRETARY OF HOUSING			
Pay Grade Negotiable	Salary Range Negotiable	Classification Negotiable	
Department: SECRETARY OF HOUSING	Location: Okmulgee	Location Code: 800	FT/PT 1-Full Time

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

General Summary:	Responsible for the overall operation of The Muscogee (Creek) Nation Housing Division and all services related to housing including: staffing, budgeting, and reporting. Oversees management activities for New Construction, Home Rehabilitation, and Housing Management of over 1000 properties. Responsible for compliance with applicable federal, state, funding, or other agency requirements and regulations and MCN Policies and Procedures.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Establishes and formulates financial goals and objectives for The Housing division and each function within housing program(s). 2. Develops and implements long and short-term financial plans for Housing - primarily plans for services, staffing, and budgets. 3. Provides direction to subordinate management and staff in matters of housing and program operations. Organizes staff, coordinates, assigns and delegates the activities and functions of the housing division to the appropriate staff. 4. Communicates and reports program operational information and activities to administrative Officials and Principal Chief. 5. Formulates and administers policies for development and attainment of long-range goals and objectives. 6. Reviews analyses of activities, costs, operations, and forecast data to determine department or division progress toward stated goals and objectives. 7. Confers with The Principal Chief and other management personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions. 8. Prepares required paper work and reports as needed and prepares



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	<p>and maintains reports as required.</p> <p>9. Executes all MCN laws, resolutions and orders for the Housing Division. Meets all the requirements for the Department of Housing and Urban Development (HUD) and NAHASDA.</p> <p>10. Prepares and signs contracts, agreements, and other documents for the Housing division.</p> <p>11. Meets with citizens and employees, hears housing complaints and issues. Makes final decisions regarding disputes.</p> <p>12. Selects, trains, and directly supervises supervisory staff; exercises indirect supervision over all Housing employees.</p> <p>13. Keeps informed about public housing matters by careful study of HUD regulations, laws, and ordinances and publications related to public housing matters.</p> <p>14. Oversees the Housing annual budgets and budget revisions.</p> <p>15. Other duties as assigned.</p> <p>Manages 10 to 15 subordinate Managers and supervisors, who supervise a total of more than 150 employees in their assigned areas. Is responsible for the overall direction, development, coordination, and evaluation of the Housing division. Carries out all management responsibilities in accordance with the Housing policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; Address complaints and resolve problems.</p>
Minimum Requirements:	Master's degree in field related to assigned area; or equivalent combination of education and experience with a minimum of a Bachelor's Degree.
Preferred Requirements:	Masters 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.



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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.