



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

DO NOT POST EMP REQ PAGE		Requisition Number	ER-21150	Fiscal Year:	2021
03/31/2021					
Title/Position EMERGENCY MANAGEMENT TECHNICIAN			EMPLOYEE REQUISITION		
Pay Grade SG 9	Salary Range \$28,308-36,940		Classification Full Time		
Department: EMERGENCY MANAGEMENT	Location Code: 221		Location: Okmulgee		
Reports To: EMERGENCY MANAGEMENT MANAGER	Tentative Hire Date 04/30/2021	FLSA Designation Non-Exempt	Reg/Temp/Emergen cy Regular	FT/PT 1-Full Time	
Manager: I understand only Human Resources is authorized to make Job Offer: MB David Hill_dhill@mcn-nsn.gov					
Company Code:			Fringe Code: 1-Full Time		
Title Number:			EMERGENCY MANAGEMENT TECHNICIAN		
Occupational Code:			23-Protective Services/Police Officer/Surveillance		

BUDGET	PCT (%)	FISCAL YEAR	FUND ACCOUNT NUMBER
EMERGENCY MANAGEMENT	100	2021	1100-00-20-160024-000-0000-50000

Manager Signature: MB FOR PRINCIPAL CHIEF HILL 03/31/2021	Finance Signature Approved_MCN\Mhale_4/5/2021
Cabinet Member Signature David Hill_dhill@mcn-nsn.gov Approved_MCN\adaney_3/31/2021	HR Signature Approved_MCN\JJanousek_4/6/2021

Advertising Type:	Newspaper Ad:
<input type="checkbox"/> Strict In House (only posted within the department) <input type="checkbox"/> Regular In House (mass email) <input checked="" type="checkbox"/> General (mass email, website)	<input type="checkbox"/> Eufaula Indian Journal - \$200 <input type="checkbox"/> Henryetta Free Lance - \$200 <input type="checkbox"/> Muskogee Phoenix - \$200 <input type="checkbox"/> Okmulgee Daily Times - \$200 <input type="checkbox"/> Tulsa World - \$500 <input type="checkbox"/> Other:

STAFFING ORDER INFORMATION:

Effective Hire Date: _____ Employee

ID: _____

Hire Type: _____ New Hire _____ Rehire _____ Transfer

dhill@mcn-nsn.gov



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Submitted Date 03/31/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: EMERGENCY MANAGEMENT TECHNICIAN			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: EMERGENCY MANAGEMENT	Location: Okmulgee	Location Code: 221	FT/PT 1-Full Time

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

General Summary:	Compiles data and performs routine duties to maintain records and reports. Knowledgeable of emergency preparedness and mitigation procedures. Assist emergency management supervisor with a full range of knowledge in emergency preparedness.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist the emergency manager in responding to emergencies on MCN properties and pertaining to citizens within the jurisdictional boundaries. 2. Assist all Tribal jurisdictional counties with emergency management operations upon request. 3. Process all invoice and accounts receivable. 4. Assist in implementing training programs for emergency preparedness. 5. Seek opportunities to advance knowledge of emergency preparedness through training collaboration and self-study. 6. Conduct community needs assessments related to emergency management. 7. Demonstrate interpersonal relationships in a manner, which enhances communication, promotes conflict resolution and facilitates the development of any desired outcome. 8. Demonstrate good communication skills. 9. Provide data pertaining to emergency preparedness, file and store. 10. Update the emergency operation plan and hazard mitigation plan as needed to meet any and all regulations, whether being state or federal regulations. 11. Assist supervisor with weather related incidents. 12. Assist when requested to attend conferences, in-services and workshops that are beneficial to the preparedness activities of the department and MCN. 13. Be able to work efficiently during prolonged and stressful disaster events. 14. Perform all other related work as required.
Minimum Requirements:	High School graduate or equivalent. Knowledgeable computer skills. Understands the roles and responsibilities in emergency management.



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Preferred Requirements:	Five (5) years of experience in emergency preparedness and/or operations. Have any equivalent combination of training and experience in emergency management. Understanding federal requirements associated with disaster response. The understanding of FEMA structure, procedures and protocols. Grant research and/or writing skills.
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.
- 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:



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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.