



**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 07/12/2022	Employee Requisition Number ER-22343	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CHIEF EXECUTIVE OFFICER</b>			
Pay Grade MG 12	Salary Range \$92,435-120,598	Classification Management	
Department: TRIBAL UTILITY UNDER SEC OF NATION	Location: Okmulgee	Location Code: 1304	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of the Nation and Commerce, the TUA Chief Executive Officer is responsible for executing the vision and mission of the organization, providing leadership, and developing business strategies and opportunities. The CEO will be responsible for establishing the various business activities of the TUA, supervising all personnel, managing the finances and operations, and reporting to the National Council. The CEO must exercise business acumen and maintain excellent communication skills, integrity, and sound judgment.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Oversees all operations and business activities of the MCN Tribal Utility Authority</li> <li>• Analyze and make recommendation on the impact of long-range growth initiatives, planning, and construction of new infrastructure and services</li> <li>• Plan, develop, implement and direct the organization's operational and fiscal function and performance</li> <li>• Manages organizational budgets and funding sources, including negotiates contracts, provides regulatory compliance and input</li> <li>• Develop a strategic plan to advance the organization's mission and objectives to promote revenue, profitability and growth.</li> <li>• Act as a strategic advisor and consultant offering advice on contracts, negotiations or business deals that the corporation and/or tribal government may enter into</li> <li>• Evaluate company's financial, operational, and sales and marketing structures to plan for continual improvements and a continual increase of operating efficiencies</li> <li>• Prepare and submit regular reports to the Secretary of the Nation and Commerce and National Council</li> <li>• Provides management, oversight, and maintenance of the Tribe's utilities accounts and infrastructure</li> <li>• Operates and monetizes the TUA's fiber and communications network as well as the electricity, oil, natural gas, and other utilities assets</li> <li>• Other duties as necessary and assigned</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>• Bachelor's Degree - Construction Management, Business</li> </ul>



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	Management, Engineering or technical equivalent • 8 years of utilities industry experience • Combination with education and experience • Valid Oklahoma Driver's License
Preferred Requirements:	• Master's Degree - Business Management, Construction Management, Engineering or technical equivalent • 10+ years of utilities industry experience • Combination with education and experience
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL is favorable

**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:



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

**MCN Policy Requirements:**

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.