



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 07/06/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: RANCH HERDSMAN			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: NATURAL RESOURCES	Location: Okmulgee	Location Code: 215	FT/PT 1-Full Time

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

General Summary:	This position is responsible for the overall livestock health, nutrition, reproduction and soil health of the Looped Square Ranch.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for the daily care, feeding, haying, watering and health monitoring of all ranch livestock including multiple classes of cattle. 2. With veterinarian oversight where appropriate and under the guidance of the Director, work to monitor, maintain and improve herd health and performance for all livestock on the ranch. 3. Identify sick animals and administer aid or notify a veterinarian. 4. Use low-stress stockmanship skills to ensure livestock are handled in a safe, effective and stress-free manner. 5. Conduct forage, soil and other tests to monitor soil and pasture health. 6. Coordinate with our veterinarian and DANR staff to schedule and implement vaccinations, breeding soundness exams, pregnancy checks, artificial insemination and other annual herd health work. 7. Haul cattle when appropriate to Looped Square Meat Co., livestock auctions, customers and the veterinarian. 8. Work with Director and other DANR staff to design and implement drought, flood, fire and other emergency plans. 9. Coordinate with NRCS, FSA, MCN Environmental Services, MCN Cultural Preservation, and other agencies where appropriate. 10. Operate a variety of machinery including but not limited to: tractors, hay mowers, lawnmowers, balers, brush hogs, rakes, skid steers, feed trucks, UTVs, ATVs, mixer/grinder, auger, oxy/acetylene torch and welder. 11. Coordinate with MCN Wildlife Program to ensure cohabitation of wildlife species on DANR managed properties. 12. Assist with hay production. 13. Assist with spraying, brush hogging and other range management. 14. Assist with building new barbed wire and electric fence, and repairing damaged fences. 15. Work to implement and maintain regenerative and progressive grazing principles. 16. Perform other routine and seasonal maintenance as necessary. 17. Be able and willing to work long, irregular hours outdoors in all types of



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	extreme weather conditions. 18. Other duties as assigned.
Minimum Requirements:	High School Diploma or GED and 10 years of experience in daily operations of a cattle ranch.
Preferred Requirements:	Bachelor's Degree in Animal Science, Animal Health, Animal Nutrition, Animal Reproduction or other relevant field and 10+ years of progressive ranch management experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL Preferred, Spray Applicator's License and Artificial Insemination Certifications desired, or a willingness to obtain.

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



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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.