



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 11/16/2022	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ASSISTANT MANAGER			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: HOUSING MANAGEMENT	Location: Okmulgee	Location Code: 805	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Housing Management Manager, the Housing Management Assistant Manager helps with assisting the daily operations and administrative functions of the Housing Management Department which consists of NAHASDA, and any other new programs. The Housing Management Assistant Manager is responsible with assistance in leading the staff by organizing, planning, coordinating and directing staff to ensure compliance with federal requirements and policy.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Monitors policy compliance such as orientation of new tenants, interim adjustments, accounts receivable, vacant units, current tenants, delinquent accounts, re-certification, annual inspections, land records, legal descriptions, pilot taxes, real estate taxes, impact aide information, and other requirements by analyzing data to address work timelines. Oversees work activities of office and clerical staff in collecting rents, filing and documentation. 2. Complete an annual housing inventory to ensure accuracy for our records, grant, and insurance purposes. 3. Responsible for achieving maximum occupancy and minimum turnover rate at all properties by actively promoting housing activities. 4. Develop and maintain professional relations with subordinates, applicants, other organizations, management, and the community. Providing program information through public resources to all applicants and the community. 5. Maintain a strong understanding and remains current on all of the department's policies, program rules, codes, and regulations relative to all programs. 6. Ability to prepare clear, concise reports, make recommendations, and make sound decisions. 7. Effectively handles complaints and housing management grievance procedures. Resolves conflicts and complaints to best mitigate the situation. 8. Partners with various organization to provide information on other available housing assistance. 9. Reviews and prepare reports for the Housing Department, HUD,



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	and other entities. 10. Must be self-motivated and can work independently. Multi-tasking is a must. 11. Perform other duties as assigned.
Minimum Requirements:	Associate Degree with 2 to 5 years of related experience, and or equivalent combination of education and experience
Preferred Requirements:	Bachelor's Degree with 2 to 5 years of experience
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



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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.

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.