



Muscogee (Creek) Nation
Human Resource Management Services

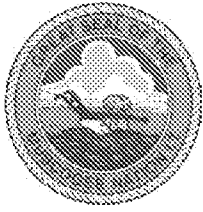
Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 12/12/2022	Employee Requisition Number ER-23092	JOB OPPORTUNITY	
Title/Position: SELF GOVERNANCE COORDINATOR			
Pay Grade SG 15	Salary Range \$57,616-75,171	Classification Full Time	
Department: SECRETARY OF THE NATION	Location: Okmulgee	Location Code: 300	FT/PT 1-Full Time

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

General Summary:	Under the direction of the Secretary of the Nation and Commerce and working with various major department heads, the Self-Governance Coordinator works under a team management approach for the development and implementation of tribal programs/projects. The purpose of this position shall be to perform oversight, monitoring and inspection of activities and services to assure the Nation's plans and/or agreements for implementation thereof are in compliance with the provisions of applicable federal and tribal laws, regulations and rules governing the use and expenditure of federal or tribal funds.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Conduct required activities to achieve the implementation/improvement of the Nation's Self-Governance compact(s). Ensure statutory and regulatory compliance of the implemented Self-Governance compact(s). 2. Serve on the Nation's DOI and IHS Self-Governance negotiation teams; provide analysis of federal budgets and recommendations for the availability of use in the negotiations proceeding. 3. Prepare annual funding agreements, to include program planning design/redesign, for the Nation's DOI and IHS Self-Governance compact(s), while ensuring that reporting, evaluation and base line requirements are being met. 4. Evaluate additional Federal programs for eligibility and possible inclusion in the Nation's DOI and IHS Self-Governance compacts(s). 5. Work with the MCN National Council to further an understanding of available programs and tribal responsibilities under the Nation's current Self-Governance compact(s). 6. Monitor Federal activity regarding self-governance laws, policy and regulations. Prepare written reports on the impact of proposed Federal legislation on the Nation's Self-Governance compact(s). 7. Serve as the contact person with funding agency officials concerning self-governance. 8. Assist in developing program/project proposals that are relevant to the needs, plans, and priorities of the Nation in related program areas. Work to develop and maintain standards for program/projects, in



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	<p>conjunction with the individual department heads.</p> <p>9. Assess the social, human resource and cultural development goals of the Nation, and analyze the needs, and assist in the design of program and delivery systems which will meet those needs.</p> <p>10. Assure that all activities conducted under any of the plans adopted by the Nation are in compliance with regulations or other applicable federal and tribal laws, rules, and regulations.</p>
Minimum Requirements:	<p>BA or BS in Liberal Arts, Business Administration, Management, or related area, with five years' experience in preparation/administration of grants and contracts or a combination of both; Experience planning and developing Federal programs, especially programs under P.L. 93-638; Sound programming and budgetary skills and understanding of government generated financial documents; Experience in research, planning, proposal preparation and programming; Excellent oral and written communication skills.</p>
Preferred Requirements:	<p>Master's Degree preferred; Emphasis on ability to understand and interpret P.L. 93-638, P.L. 100-472, P.L. 102-184, USC 25 and the corresponding Federal regulations, and the ability to apply findings; Advanced understanding of Tribal government, the relationship between the United States and Tribal governments, and the concept of consensus politics in communities.</p>
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.



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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:

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

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION (**No failed drug test is tolerated**).

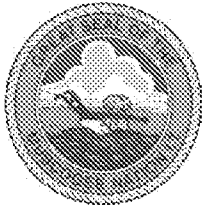
- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.

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



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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.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.