



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

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| Submitted Date 01/10/2023 | Employee Requisition Number ER-23177 | JOB OPPORTUNITY | |
| Title/Position: OIL AND GAS MANAGER | | | |
| Pay Grade MG 11 | Salary Range \$82,139-107,140 | Classification Management | |
| Department: SECRETARY OF INTERIOR AFFAIRS | Location: Okmulgee | Location Code: 200 | FT/PT 1-Full Time |

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

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| General Summary: | Under the direction of the Secretary of Interior Affairs, the Oil and Gas Manager shall preform all duties necessary to ensure the smooth operations of the Oil and Gas Department. The Oil and Gas Manager is responsible for the monitoring of lease compliance and accurate production reporting within the reservation. Conduct damage assessments on tribal leases. Conduct mineral ownership research, and oil and gas lease negotiations on behalf of the Nation. Monitor the payment of royalties to the Muscogee (Creek) Nation. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. The Oil and Gas Manager performs and oversees permitting, reporting, review of documents, and filing requirements with multiple agencies to ensure operational compliance with governmental regulations 2. Prepares and submits drilling permits, sundry notices, completion reports and other miscellaneous regulatory reports for oil and gas operations within the Muscogee (Creek) Nation 3. Research mineral ownership and prepare mineral ownership report 4. Negotiate oil and gas leases and surface use agreements on behalf of the Muscogee (Creek) Nation. 5. Ability to review detailed daily drilling/completion reports to complete regulatory filings 6. Reviews and interprets well location maps 7. Researches, documents, and stays current on regulatory rules and policy requirements 8. Provides weekly regulatory updates to management teams 9. Assist in the development and implementation of the Oil and Gas Department to achieve the goals and objectives as set forth by the Nation. 10. Develop an annual plan for the Oil and Gas Department and organize the major functions and programs consistent with the administrative structure. 11. Work closely with departments of the Nation including but not limited to: Realty and Trust Services, Attorney General, and Environmental Services to manage the mineral resources of the Nation. 12. Coordinate the preparation of program progress evaluation and quarterly reports. |



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| | 13. Budget Management and the coordination and proper utilization of tribal resources. 14. Provide support information to the administrative information system. 15. Any and all other duties that are required. |
| Minimum Requirements: | Bachelor's Degree in Business Administration or Energy Management with working knowledge of Oil and Gas Law, Indian Law, and Environmental Law. Must demonstrate the ability to analyze complex oil and gas issues and coordinate with regulatory agencies. |
| Preferred Requirements: | Juris Doctorate with (5) five years of relevant experience in Oil and Gas Law, Indian Law, and Environmental Law. |
| 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



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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 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.
- None of these apply.

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.



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Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose 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.