



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 03/14/2023	Employee Requisition Number ER-23286	JOB OPPORTUNITY	
Title/Position: ASST. DIRECTOR/BUDGET MANAGER			
Pay Grade MG 8	Salary Range \$57,616-75,171	Classification Management	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

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

General Summary:	Under direct supervision of the Child Care Director the Assistant Director/Budget Manager will be responsible for assisting in the day to day operations of the Office of Child Care. The Assistant Director/Budget Manager will assist the Director with budget process and will develop a one, three, five year plan for the Office of the Child Care. Plans study of operational problems and procedures such as cost analysis and reports findings to management and will maintain a system for internal control for purchasing and dispersing.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Collaborate with the Director and supervisory personnel on changes or interpretations of laws, codes, programs, policies, or procedures 2. In conjunction with the Director to develop and coordinate activities and projects of various office units in order to provide designated functions or services with minimum delay and optimum efficiency and accuracy. 3. Inspects and oversees construction of building and other types of construction work to ensure that procedures and materials comply with plans and specifications. 4. Ensures child care buildings meet health and safety standards, and American Disabilities Act. 5. Collaborate with the Director and supervisory personnel to obtain data, such as status of ongoing work or projects and projected completion dates, then preparing and submitting necessary reports on child care department to the manager for review. 6. Assumes supervisory authority in the absence of the Child Care Director. 7. Prepares information for the annual child care audit and work in close relationship with the audit firm. 8. Will oversee the development of network systems and software for department and outlying child development center. 9. Assist the Director in maintaining financial transactions an fund account balances for the Office of Child Care. 10. Assist the Director in accounts payable/purchasing systems. 11. Order all necessary supplies for the Office of Child Care. 12. Supervise the Financial Unit of the Office of Child Care.



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	13. Assist in the preparation of the Annual Budget, prepare/process budget modifications, and purchase ordering.
Minimum Requirements:	Bachelor Degree in Business Administration or relevant field and 3 years of experience and working knowledge of grants. A combination of education and experience may be considered in lieu of a degree. Must possess exemplary leadership skills, excellent written/verbal communication and interpersonal skills as well as be highly organized. Must possess financial management skills as well as have experience in successful implementation and of federal grants. Must meet all background checks and training requirements.
Preferred Requirements:	Master's degree in an education related field and demonstrated success in developing, implementing and leading the delivery of quality child care services for tribal communities.
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:

- | | | |
|--|---|---|
| <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:



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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 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.