



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 04/19/2023	Employee Requisition Number ER-23347	JOB OPPORTUNITY	
Title/Position: DEPUTY SECRETARY OF EDUCATION AND TRAINING			
Pay Grade MG 10	Salary Range \$72,987-95,201	Classification Management	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Education, the Deputy Secretary of Education will assist the Secretary in the general operations of the Department of Education and Training. The Deputy Secretary will also provide added oversight on departmental programs and new initiatives to ensure quality programming within the Department of Education and Training and public education within the Muscogee (Creek) Nation Reservation and at-large.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist the Secretary of Education with the assessment of the education and training needs of citizens of the Muscogee (Creek) Nation and determine what services the Department of Education and Training should provide for the tribe and its citizens. 2. Assist Secretary with the development and implementation of program plans to achieve the education goals and objectives of the tribe, including coordination of staff development programs. 3. Assist with the development of an annual plan and calendar for the Department of Education and Training and organize the major functions and programs consistent with the administrative structure. 4. Possess working knowledge of tribal, local, state and national education agencies, associations and federal programs. 5. Assist with the coordination and the preparation of program progress, evaluation and quarterly reports for all programs under the Department of Education and Training. 6. Assist the Secretary with facilitating staff meetings and encouraging staff members to communicate ideas for improving the department and its programs. 7. Assist with the recruitment and selection of staff members. 8. Assist with the enforcement and compliance with administrative and legislative policies. 9. Promote positive public relations for the tribe, with the National Council, with the Indian Community, Tribal Citizens and the general public. 10. Assist the Secretary with budget management and the coordination and proper utilization of tribal resources. 11. Provide support information to the administrative information system.



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	12. Assist with the preparation of applications and grant proposals for the funding of service programs. 13. Assist with the management of division facilities, equipment, inventory, and buildings security and maintenance. 14. Maintain essential divisional records, including client service records. 15. Facilitate local, state, and national discussions and meetings that support tribal programming and native education goals. 16. Act in lieu of the Secretary of Education performing necessary responsibilities and signature authority in the Secretary's absence, as needed. 17. Perform other administrative duties as assigned.
Minimum Requirements:	Master's Degree in Education/Business with Indian Education experience.
Preferred Requirements:	Master's/Doctoral Degree and professional certification with experience working in Indian Education/Federal programs; Successful experience in communication, both oral and written and documented success in research, program administration, federal programs operations and/or contracts.
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.



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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.
- 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.



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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 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.