



**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 08/09/2023	Employee Requisition Number <b>ER-23493</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>HOUSING MANAGEMENT MANAGER</b>			
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 Secretary of Housing, the Housing Management Manager oversees the daily operations and administrative functions of the Housing Management Department which consists of NAHASDA, ROSS and any other new programs. The Housing Management Manager is responsible 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"> <li>1. Provide guidance, leadership and assistance to the Housing Management employees by making them aware of all aspects of the programs including their responsibilities.</li> <li>2. Provide the participants with information and referral services to other local, state and federal agencies for assistance.</li> <li>3. Assists in developing, revising procedures, and forms for housing management programs.</li> <li>4. 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.</li> <li>5. Complete an annual housing inventory to ensure accuracy for our records, grant, and insurance purposes.</li> <li>6. Responsible for achieving maximum occupancy and minimum turnover rate at all properties by actively promoting housing activities.</li> <li>7. 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.</li> <li>8. Maintain a strong understanding and remains current on all of the department's policies, program rules, codes, and regulations relative to all programs.</li> <li>9. Ability to prepare clear, concise reports, make recommendations,</li> </ol>



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	<p>and make sound decisions.</p> <p>10. Effectively handles complaints and housing management grievance procedures. Resolves conflicts and complaints to best mitigate the situation.</p> <p>11. Partners with various organizations to provide information on other available housing assistance.</p> <p>12. Responsible for the evaluation, instruction, supervision, delegating assignments, training, and development of the Housing Management Department personnel.</p> <p>13. Reviews and prepare reports for the Department of Housing, HUD, and other entities.</p> <p>14. Perform any other duties as assigned</p>
Minimum Requirements:	Associate Degree with 3 to 5 years of management experience of 10-20 staff, or equivalent combination of education and experience. Must be able to travel within and out of state for required trainings when necessary. Must be experienced in Word, Excel and general computer knowledge.
Preferred Requirements:	Bachelor's Degree with 5+ years of management experience of 10-20 staff, or equivalent combination of education and experience. Knowledge and/or experience of NAHASDA (Native American Housing Assistance Self Determination Act) Indian Housing regulations.
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:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- 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



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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.