SAFETY SENSITIVE POSITION

Muscogee (Creek) Nation
Human Resource Management Services
Employee Requisition

Submitted Date: 11/03/2023
Employee Requisition Number: ER-24090

JOB OPPORTUNITY

Title/Position: FEDERAL PROGRAMS SPECIALIST

Pay Grade: SG 13
Salary Range: $45,448-59,342
Classification: Full Time
Department: NATURAL RESOURCES
Location: Okmulgee
Location Code: 215
FT/PT: 1-Full Time

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

General Summary:
This position will develop systems and procedures to enroll citizens in federal programs to assist their agricultural operations, liaise with the pertinent USDA agencies, and host public meetings to ensure the needs of citizens are met by appropriate agencies and programming.

Principal Duties and Responsibilities:
1. Learn and properly communicate program opportunities for citizens with farms, ranches and other types of agricultural production.
2. Develop relationships with citizens and key agencies to assist with enrollment, questions, modifications and other paperwork.
3. Host informational sessions, bringing in stakeholders and ensuring the needs and questions of citizens are met.
4. Serve as a point of contact for citizens with agricultural programming questions.
5. Connect agricultural operators with extension staff and other helpful resources to improve their operations.
6. Monitor and communicate important policy and programmatic changes, announcements, funding opportunities and other pertinent information.
7. Learn and communicate Farm Bill policy changes and updates.
8. All other duties as assigned.

Minimum Requirements:
Bachelor’s Degree in Agricultural Economics, Production, Agribusiness, Public Administration or other related field and 5 years of experience in agriculture or natural resources work.

Preferred Requirements:
Masters of Public Administration, Agricultural Economics, Agribusiness, or Production and 10 years of agriculture or natural resources related work.

Valid Oklahoma Driver’s License required?
Yes

Please list any additional licenses required:

Customer Service:
Responds promptly to customer needs; Responds promptly to voicemails and emails.
Professionalism/ Interpersonal Skills: Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.

Time Management: Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

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.

Analytical Skills: Collects clearly and researches data; Uses intuition and experience to complement data.

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcome feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.

Leadership: Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. Works within the approved budget; Conserves organizational resources.

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.

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, including cyber security.

Attendance/Punctuality: Regular and on time attendance. Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions.

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 of 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.

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.