SAFETY SENSITIVE POSITION
Muscogee (Creek) Nation
Human Resource Management Services
Employee Requisition

Submitted Date: 12/20/2023  Employee Requisition Number: ER-24150

Title/Position: SECRETARY OF HOUSING

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary Range</th>
<th>Classification</th>
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<tbody>
<tr>
<td>Negotiable</td>
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Department: ADMINISTRATIVE OFFICE (CHIEF’S)
Location: Okmulgee
Location Code: 01
FT/PT: 1-Full Time

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

General Summary:
Responsible for the overall operation of The Muscogee (Creek) Nation Housing Division and all services related to housing including staffing, budgeting, and reporting. Oversees management activities for New Construction, Home Rehabilitation, and Housing Management of over 1000 properties. Responsible for compliance with applicable federal, state, funding, or other agency requirements and regulations and MCN Policies and Procedures.

Principal Duties and Responsibilities:
1. Establishes and formulates financial goals and objectives for the Housing division and each function within housing program(s).
2. Develops and implements long and short-term financial plans for Housing - primarily plans for services, staffing, and budgets.
3. Provides direction to subordinate management and staff in matters of housing and program operations. Organizes staff, coordinates, assigns and delegates the activities and functions of the housing division to the appropriate staff.
4. Communicates and reports program operational information and activities to administrative Officials and Principal Chief.
5. Formulates and administers policies for development and attainment of long-range goals and objectives.
6. Reviews analyses of activities, costs, operations, and forecast data to determine department or division progress toward stated goals and objectives.
7. Confer with The Principal Chief and other management personnel to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
8. Prepares required paper work and reports as needed and prepares
and maintains reports as required.

9. Executes all MCN laws, resolutions and orders for the Housing Division. Meets all the requirements for the Department of Housing and Urban Development (HUD) and NAHASDA.

10. Prepares and signs contracts, agreements, and other documents for the Housing division.

11. Meets with citizens and employees, hears housing complaints and issues. Makes final decision regarding disputes.

12. Selects, trains, and directly supervises supervisory staff, exercises indirect supervision over all Housing employees.

13. Keeps informed about public housing matters by careful study of HUD regulations, laws, and ordinances and publications related to public housing matters.

14. Oversees the Housing annual budget revision.

15. Other duties as assigned.

Manages 10 to 15 subordinate Managers and supervisors, who supervise a total of more than 150 employees in their assigned areas. Is responsible for the overall direction, development, coordination, and evaluation of the Housing division. Carries out all management responsibilities in accordance with the Housing policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; Address complaints and resolve problems.

<table>
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<tr>
<th>Minimum Requirements:</th>
<th>Master’s degree in field related to assigned area; or equivalent combination of education and experience with a minimum of a Bachelor’s Degree.</th>
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<tbody>
<tr>
<td>Preferred Requirements:</td>
<td>Masters Degree</td>
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<tr>
<td>Valid Oklahoma Driver’s License required?</td>
<td>Yes</td>
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<tr>
<td>Please list any additional licenses required:</td>
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**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.
**Muscogee (Creek) Nation**  
**Human Resource Management Services**  
**Employee Requisition**

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<thead>
<tr>
<th>Time Management:</th>
<th>Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.</th>
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<tr>
<td>Oral Communication:</td>
<td>Speaks clearly and persuasively in positive or negative situations; Participates in meetings.</td>
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<td>Written Communication:</td>
<td>Writes clearly and informatively; Able to read and interpret written information.</td>
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<td>Analytical Skills:</td>
<td>Collects clearly and researches data; Uses intuition and experience to complement data.</td>
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<td>Teamwork:</td>
<td>Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.</td>
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<td>Leadership:</td>
<td>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.</td>
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<tr>
<td>Ethics:</td>
<td>Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.</td>
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<td>Organizational Support:</td>
<td>Follows policies and procedures; Supports organization’s goals and values.</td>
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<td>Quality:</td>
<td>Demonstrates accuracy and thoroughness.</td>
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<tr>
<td>Quantity:</td>
<td>Completes work in timely manner.</td>
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<td>Safety and Security:</td>
<td>Observes safety and security procedures, including cyber security.</td>
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<td>Attendance/Punctuality:</td>
<td>Regular and on time attendance. Arrives at meetings and appointments on time.</td>
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<td>Dependability:</td>
<td>Follows instructions, responds to management direction; Takes responsibility for own actions.</td>
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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:

☐ 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 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.