



**SAFETY SENSITIVE POSITION**

**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 3/18/2024 2:03 PM	Employee Requisition Number <b>ER-24262</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DIRECTOR</b>			
Pay Grade MG 8	Salary Range \$57,616-75,171	Classification Management	
Department: COMMUNITY RESEARCH/DEVELOPMENT	Location: Okmulgee	Location Code: 94	FT/PT Full Time

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

General Summary:	The Director of Community Research and Development acts as a contact person and liaison between the Chartered Communities and the Muscogee (Creek) Nation Tribal Government. The Director will provide answers and direction for all questions relating to community affairs as well as ensuring compliance with Title 11 and Financial Standards. Directs and provides mandatory trainings for Chartered Communities per Title 11.
Principal Duties and Responsibilities:	Supervisory Responsibilities: Recruits, interviews, hires, and trains new staff in the department. Oversees the daily workflow of the department; approves leave requests and timesheets. Provides constructive and timely performance evaluations. Handles discipline and termination of employees in accordance with MCN policy. Duties/Responsibilities: Plans, organizes and executes educational programs in areas of board training, grant administration and financial accounting under the authority of Tribal law. Assists local community boards in planning and managing initiatives; establishes and coordinates activities of local community boards at their request. Assists with economic development ventures. Assists with financial statements and reporting, such as payroll taxes. Responds to requests for legal opinions and assists with community governance. Assesses the need for legislation and drafts appropriate documents for review and adaptation. Works effectively and efficiently with Executive Office, National Council Representatives, the Office of the Attorney General and other tribal departments as necessary. Works with program staff to develop projects that best benefit the Chartered Communities. Works with Tribal Construction on Community building construction and renovations; project manages work orders. Monitor programs and budgets. Maintains department policies and procedures; monitors and updates as appropriate. Travels to local communities, various events and meetings, both within and outside MCN Reservation. Performs other duties as assigned.
Minimum Requirements:	Education: Associate's degree in social sciences, business administration, public administration or related field; or an equivalent combination of education and experience in community development. Experience: Minimum four years'



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	<p>experience in public policy and planning to include but not limited to experience with supervising direct reports. Knowledge of: Constitutional issues, Tribal Law, Parliamentary Procedures, Financial Standards and Accountability, Community Policy and Procedures. General understanding of Muscogee (Creek) Nation Chartered Communities. General understanding of business practices. Special skills: Excellent verbal and written communication skills; ability to write policy and procedures. Excellent interpersonal, negotiation, and conflict resolution skills. Excellent organizational skills and attention to detail. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Strong supervisory and leadership skills. Ability to act with integrity, professionalism, and confidentiality. Ability to adapt to the needs of the MCN and employees. Ability to prioritize tasks and to delegate them when appropriate. Proficient with Microsoft Office Suite, Quick Books or related software. Proficiency with or the ability to quickly learn MCN's Munis system.</p>
Preferred Requirements:	<p>Education: Bachelor's degree in social sciences, business administration or public administration. Experience: Ten years of experience in community development and in a leadership/management capacity. Special skills: Experience working in a diverse multi-cultural organization. Knowledge of the Muscogee (Creek) Nation. Preference: Muscogee and Indian preference.</p>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	N/A

- 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 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 welcomes 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.
- Ethics:** Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others;



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- Organizational Support:**
- Quality:**
- Quantity:**
- Safety and Security:**
- Attendance/Punctuality:**
- Dependability:**

Works with integrity and ethically; Upholds organizational values.  
 Adheres to policies and procedures.  
 Follows policies and procedures; Supports organization’s goals and values.  
 Demonstrates accuracy and thoroughness.  
 Completes work in timely manner.  
 Observes safety and security procedures, including cyber security.  
 Regular and on time attendance. Arrives at meetings and appointments on time.  
 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

#### 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
- None of these apply.

#### Disclaimer:



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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.