

## JOB DESCRIPTION

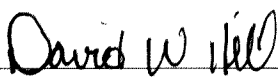

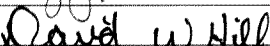
<b>Title:</b>	Secretary of Commerce	<b>Safety Sensitive:</b>	Yes
<b>Department:</b>	Administrative Office	<b>Pay Grade:</b>	Negotiable
<b>Location:</b>	Okmulgee	<b>FLSA Designation:</b>	Exempt
<b>Reports to:</b>	Principal Chief	<b>Date Created:</b>	
<b>Classification:</b>	Full Time	<b>Date Revised:</b>	03/15/2024

<b>General Summary:</b>	<p>Under the direction of the Principal Chief, the Secretary of Commerce is responsible to foster, promote and develop the domestic and foreign commerce of the Muscogee Nation. Additionally, the Secretary is responsible to foster, serve and promote the Nation’s economic development and technological advancement. Plans and executes department goals by managing, developing and implementing various programs through the following divisions:</p> <ul style="list-style-type: none"> <li>• Marketing and Tourism</li> <li>• Recreation</li> <li>• Fountainhead Golf Course</li> <li>• Mvskoke Loan Fund</li> <li>• Enterprise &amp; Economic Development</li> </ul>
<b>Principal Duties and Responsibilities:</b>	<p><b>Supervisory Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Recruit, interview, hire, and train direct reports.</li> <li>▪ Oversee the daily workflow of the department; approve leave requests and timesheets.</li> <li>▪ Manage direct reports by establishing department policies and procedures and work performance standards.</li> <li>▪ Enforce and ensure compliance with administrative and legislative policies.</li> <li>▪ Provide constructive and timely performance evaluations; recommend employee awards and merit increases.</li> <li>▪ Maintain updated job descriptions.</li> <li>▪ Coordinate and conduct staff development programs; ensure employees have necessary resources to perform job duties.</li> <li>▪ Conduct staff meetings; motivate employees and encourage communication and continuous process improvement.</li> <li>▪ Manage discipline and termination of employees in accordance with MCN policy.</li> </ul> <p><b>Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop an annual plan for the Department of Commerce and organize the major functions and programs consistent with the administrative structure.</li> <li>• Develop and implement program plans to achieve the physical development and goals and objectives of the Nation.</li> <li>• Coordinate the preparation of program progress evaluation and quarterly reports for all programs of responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain essential records, including but not limited to client service records.</li> <li>• Promote positive public relations for the tribe.</li> <li>• Responsible for budget management; fiscally responsible to ensure proper utilization of tribal resources; monitors and approves purchase orders and travel authorizations.</li> <li>• In state, out of state and foreign travel required.</li> <li>• Performs other duties as assigned.</li> </ul>
<b>Minimum Requirements:</b>	<p><b>Education:</b> Bachelor’s degree in Public Administration, Business Administration, Marketing or related field.</p> <p><b>Experience:</b> Experience in Tribal Government and Economic Development, to include but not limited to experience with supervising direct reports.</p> <p><b>Special skills:</b></p> <ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills.</li> <li>▪ Excellent interpersonal, negotiation, and conflict resolution skills.</li> <li>▪ Excellent organizational skills and attention to detail.</li> <li>▪ Excellent time management skills with a proven ability to meet deadlines.</li> <li>▪ Strong analytical and problem-solving skills.</li> <li>▪ Strong supervisory and leadership skills.</li> <li>▪ Ability to act with integrity, professionalism, and confidentiality.</li> <li>▪ Ability to adapt to the needs of the MCN and employees.</li> <li>▪ Ability to prioritize tasks and to delegate them when appropriate.</li> <li>▪ Proficient with Microsoft Office Suite or related software.</li> </ul> <p><b>Certifications and licenses:</b> n/a</p>
<b>Preferred Requirements:</b>	<p><b>Education:</b> Master’s degree in Business Administration or related field.</p> <p><b>Experience:</b> Ten years of experience in Economic Development; leadership and management.</p> <p><b>Special skills:</b> Experience working in a diverse multi-cultural organization. Knowledge of the Muscogee (Creek) Nation.</p> <p><b>Certifications and licenses:</b> International Economic Development Council: Certified Economic Developer (CEcD) Certification</p> <p><b>Preference:</b> Muscogee and Indian preference.</p>
<b>Valid Oklahoma Driver’s License required?</b>	Yes
<b>Additional licenses required:</b>	n/a
<b>Competencies</b>	
<b>Customer Service:</b>	Responds promptly to customer needs; Responds promptly to voicemails and emails.
<b>Professionalism/ Interpersonal Skills:</b>	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.

<b>Time Management:</b>	Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Analytical Skills:</b>	Collects and researches data; Uses intuition and experience to complement data.
<b>Teamwork:</b>	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.
<b>Leadership:</b>	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.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures, including cyber security.
<b>Attendance/Punctuality:</b>	Regular and on time attendance. Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction; Takes responsibility for own actions.
<b>Public Relations:</b>	Important attributes of all employees 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, be pleasant, courteous and cooperative, and act in a manner to command respect of, including but not limited to co-workers, clients, and all other individuals you may come in contact with in the course of working and representing the Muscogee Nation.

### REVIEW/APPROVALS

Title	Name	Signature	Date
Manager	David Hill, Principal Chief		3-25-24
Human Resources	Myrna Paakkonen, Human Resources Director		3/25/24
Cabinet	David Hill, Principal Chief		3-25-24