



**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<br>06/07/2016       | Employee Requisition Number<br><b>ER-16175</b> | <b>JOB OPPORTUNITY</b>       |                         |
| Title/Position:<br><b>DIRECTOR</b> |  |                              |                         |
| Pay Grade<br>MG 11                 | Salary Range<br><b>NEGOTIABLE</b>              | Classification<br>Management |                         |
| Department:<br>TRIBAL CONSTRUCTION | Location:<br>Okmulgee                          | Location Code:<br>207        | FT/PT<br>1-Full<br>Time |

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

|  |   |
|--|---|
| General Summary:                       | Oversees and directs architectural design work and construction for multiple projects at once by performing the following duties but not limited to.  |
| Principal Duties and Responsibilities: | <p>Principal Duties and Responsibilities: Presents designs to clients in order to ensure satisfaction; Makes revisions as necessary; Develops project budgets and work schedules; Relies on extensive experience and judgment to plan and accomplish goals; Performs a variety of tasks; Directly manages the development of architectural designs and preliminary construction details; Leads and directs the work of others; A wide degree of creativity and latitude is expected. Inspects construction sites to monitor progress and ensure conformance with the construction documents of record, specifications, and building codes.</p> <p>Supervisory Responsibilities: Oversees and directs architectural design and construction work for multiple projects at once; oversees and directs the work of Tribal Construction Service's staff and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Also may serve as designer for more complex or larger projects</p> <p>Competencies: To perform the job successfully, an individual should demonstrate the following competencies:<br/>         Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.<br/>         Interpersonal Skills - Focuses on solving conflict, not blaming; Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas</p> |



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and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Project Management – Reviews project plans; coordinates projects; communicates changes and progress; Insures projects are completed on time and in budget; Manages project team activities.

Technical skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Delegation – Delegates work assignments to staff; Matches the responsibilities to the staff's strengths; Sets expectations and monitors delegated activities.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics in professional practice; Upholds organizational values.

Organizational Support – Follow policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

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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|---|--|
|   | <p>Language Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to question from others.</p> <p>Computer Skills – To perform this job successfully, the individual should have knowledge of database software, Microsoft work, Microsoft excel, AutoCAD, and general computer operation knowledge to perform supervisory duties.</p> |
| Minimum Requirements:                         | Requires an Architectural or Engineering Bachelor's degree with at least ten (10) years of experience in a licensed firm; individually licensed or in process of obtaining the license.  |
| Preferred Requirements:                       | NA   |
| 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.
- 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



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**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:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |

**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.