

Muscogee (Creek) Nation
Human Resource Management Services

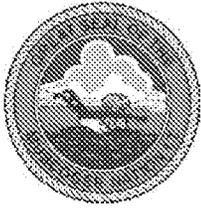
Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 04/04/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: DIRECTOR			
Pay Grade MG 10	Salary Range \$72,987-95,201	Classification Management	
Department: TRIBAL ADMINISTRATOR	Location: Okmulgee	Location Code: 50	FT/PT 1-Full Time

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

General Summary:	To develop and promote tourism and recreation within the Muscogee (Creek) Nation, in order to provide cultural and heritage education, and leisure activities to citizens and visitors. To manage and maintain those facilities of the Muscogee (Creek) Nation used for tourism and recreation, and to oversee, manage, direct, and coordinate the activities that encompass the "Creek Festival"; the annual event of the Muscogee (Cr:EEK) Nation celebrating its heritage.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Promote the tourism and recreation for the Muscogee (Creek) Nation. 2. Oversight and coordination of the events of the Creek Festival. 3. Develop internal protocols and departmental operations, to be followed by the department in conducting its authorized activities, provided such is consistent with the administrative personnel policies and procedures of the Muscogee (Creek) Nation. 4. Establish a point of coordination and communication for events and activities within the Muscogee (Creek) Nation. 5. Build an effective network with local and state governments and other entities within the tourism and recreation industry. 6. Prepare a monthly report of the developments and changes occurring within the department. 7. Prepare an annual budget report and monitor expenditures in accordance with all applicable laws and policies of the Muscogee (Creek) Nation. 8. Arrange maintenance and repairs of all facilities and grounds of the Muscogee (Creek) Nation as designated by the Principal Chief as facilities whose main purpose is deemed recreational.



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

	<p>9. Represent the Muscogee (Creek) Nation as needed at related functions, conferences, and etc.</p> <p>10. Create and support an appropriate and strong management team within its subordinates in accordance with Muscogee (Creek) Nation's policy and procedure, which will engage in meeting the purpose of this department.</p> <p>11. Encourage perspective via comparisons with similar institutions.</p> <p>12. Seek additional funding to promote tourism within the Muscogee (Creek) Nation from outside sources via grant application and other sources as available.</p> <p>13. Establish and manage website of events and activities.</p> <p>14. Schedule any events to be held at the Muscogee (Creek) Nation recreational facilities.</p> <p>15. Perform other related duties as required.</p>
Minimum Requirements:	The Director shall have a Bachelors degree in Marketing, Tourism Management, or Business Administration, and have at least two years experience in a related field.
Preferred Requirements:	Indian Preference
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.



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

- 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

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

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.