



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 06/01/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: TCNS COORDINATOR			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: CULTURAL PRESERVATION	Location: Okmulgee	Location Code: 209	FT/PT 1-Full Time

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

General Summary:	Tower Construction Notification System (TCNS) coordinator for the Historic and Cultural Preservation Department works to protect and preserve cultural resources, sacred lands, TCPs, and archeological sites located in current and historic homelands of the Muscogee (Creek) Nation.
Principal Duties and Responsibilities:	Under the supervision of the Cultural Preservation Manager, the TCNS Coordinator reviews and consults on all TCNS notifications the tribe receives from both government agencies and private industries in accordance with Section 106 of the NHPA. Compiles and maintains accurate files of Cell Tower Notification System requests using database systems, records management systems, and archival techniques. Conducts efficient and time-wise workflow reviews of TCNS requests and responses by reading, analyzing, and interpreting TCNS reports, historical documents, archeological reports, professional journals, government regulations, and geographic maps. Utilize GIS to assist with background review of proposed TCNS sites and possible impacts to Muscogee cultural resources. Maintain confidentiality of cultural resource information. Help with other Section 106 responsibilities as assigned by THPO or Manager.
Minimum Requirements:	At least one year of training or experience in clerical filed or office procedures. Must be able to interact with the public with a high degree of professionalism. Computer literate on Microsoft Word, Excel, and Outlook. Knowledge of land legal descriptions, and ability to read maps. Organizational skills and record keeping experience needed. Willingness to learn historic preservation procedures and laws.
Preferred Requirements:	Associate's or Bachelor's Degree in Geography, History, Anthropology, American Indian Studies, or equivalent work experience related to historic preservation, cultural or natural resource protection. Knowledge of Muscogee culture, history, and language. Knowledge of GIS and willingness to travel to TCNS conferences or trainings. Knowledge of National Historic Preservation Act - Section 106 and Native American Graves Protection and Repatriation Act a plus.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	



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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

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



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.