



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 11/19/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: DEVELOPMENT SPECIALIST			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: DEVELOPMENT MANAGER	Location: Okmulgee	Location Code: 802	FT/PT 1-Full Time

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

General Summary:	Review homebuyer profiles to purchase land for a new construction home, process donated land to construct a new home or purchase single family homes.
Principal Duties and Responsibilities:	<p>Locate vacant residential lots and review potential donated sites to ensure utility services are provided.</p> <p>Request title work on land to review and confirm ownership.</p> <p>Prepare site files.</p> <p>Prepare documents for bid requests and coordinate with Contract Services.</p> <p>Coordinate construction activities with inspectors and contractors from start to finish.</p> <p>Request payments upon completion of construction.</p> <p>Forward move-in documents to Admissions and Housing Management.</p> <p>Process and file payments for direct services.</p> <p>Process purchase requisitions.</p> <p>Track unit costs on an excel spreadsheet.</p> <p>Maintain file for one year for any warranty issues.</p> <p>Locate single family home for purchase.</p> <p>Prepare contract for purchases of property</p> <p>Process requests for appraisals, surveys, environmental clearances, abstract updates, title opinions and other data to complete closing on the property.</p> <p>Review closing documents and prepare requests to wire funds.</p> <p>Work with inspectors to prepare scope of work for any repairs needed.</p>
Minimum Requirements:	Associate Degree in Business with one year experience in office related work or combination of education and experience.
Preferred Requirements:	Associate Degree in Business with three to five years office experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



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