



SAFETY SENSITIVE POSITION
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 9/12/2024 10:44 AM	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: DEPUTY SECRETARY OF EDUCATION AND TRAINING			
Pay Grade MG 10	Salary Range \$72,987-95,201	Classification Management	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT Full Time

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

General Summary:	Under the supervision of the Secretary of Education, the Deputy Secretary of Education will assist the Secretary in the general operations of the Department of Education and Training. The Deputy Secretary will also provide added oversight on departmental programs and new initiatives to ensure quality programming within the Department of Education and Training and public education within the Muscogee (Creek) Nation Reservation and at-large.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist the Secretary of Education with the assessment of the education and training needs of citizens of the Muscogee (Creek) Nation and determine what services the Department and Education and Training should provide for the tribe and its citizens. 2. Assist the Secretary with the development and implementation of program plans to achieve the education goals and objectives of the tribe, including coordination of staff development programs. 3. Assist with the development of an annual plan and calendar for the Department of Education and Training and organize the major functions and programs consistent with the administrative structure. 4. Possess working knowledge of tribal, local, state and national education agencies, associations and federal programs. 5. Assist with the coordination and the preparation of program progress, evaluation and quarterly reports for all programs under the Department of Education and Training. 6. Assist the Secretary with facilitating staff meetings and encouraging staff members to communicate ideas for improving the division and its programs. 7. Assist with the recruitment and selection of staff members. 8. Assist with the enforcement and compliance with administrative and legislative policies. 9. Promote positive public relations for the tribe, with the National Council, the Indian Communities, tribal citizens and the general public. 10. Assist the Secretary with the budget management and the coordination and proper utilization of tribal resources.



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	<ol style="list-style-type: none"> 11. Provide support information to the administrative information system. 12. Assist with the preparation of applications and grant proposals for the funding of service programs. 13. Assist with the management of division facilities, equipment, inventory, and building's security and maintenance. 14. Maintain essential divisional records, including client service records. 15. Facilitate local, state, and national discussions and meetings that support tribal programming and native education goals. 16. Act in lieu of Secretary of Education performing necessary responsibilities and signature authority in the Secretary's absence, as needed. 17. Perform other administrative duties as assigned.
Minimum Requirements:	Master's Degree in Education/Business with Indian Education experience.
Preferred Requirements:	Master's/Doctoral Degree and professional certification with experience working in Indian Education/Federal programs; Successful experience in communication, both oral and written and documented success in research, program administration, federal programs operations and/or contracts.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** 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.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- 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.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** 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.
- Leadership:** 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.
- Ethics:** Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others;



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- Organizational Support:**
- Quality:**
- Quantity:**
- Safety and Security:**
- Attendance/Punctuality:**
- Dependability:**

Works with integrity and ethically; Upholds organizational values.
 Adheres to policies and procedures.
 Follows policies and procedures; Supports organization’s goals and values.
 Demonstrates accuracy and thoroughness.
 Completes work in timely manner.
 Observes safety and security procedures, including cyber security.
 Regular and on time attendance. Arrives at meetings and appointments on time.
 Follows instructions, responds to management direction; Takes responsibility for own actions.

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

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

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions,



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e.g., money, checks, or property disbursements.

- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.
- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- None of these apply

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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.