

SAFETY SENSITIVE POSITION



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

FEDERAL GRANT FUNDED

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

Submitted Date 12/5/2024 2:29 PM	Employee Requisition Number ER-25806	JOB OPPORTUNITY	
Title/Position: SUMMER EBT MANAGER			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: WIC	Location: Okmulgee	Location Code: 902	FT/PT Full Time

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

General Summary:	<p>This position is responsible for ensuring sound management of the Summer Electronic Benefits Transfer for Children (Summer EBT) Program. Summer EBT is a USDA Food and Nutrition Federal Program. This position works with all school districts in the Muscogee Nation Reservation to provide Summer EBT benefits.</p> <p>The Summer EBT Program Manager fulfills the role designated by Summer EBT grant guidance and is responsible for the successful outcome of the Summer EBT Program each year.</p>
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> Manage all aspects of daily operations of the Summer EBT Program. Maintain strict adherence to the Summer EBT Program grant rules and regulations during all phases of the grant implementation. Perform oversight and development of program budget and procurement activities. Assess Summer EBT Program requirements and determine implementation strategies in partnership with internal management/staff, granting agency, and partnering school districts. Estimate the resources and participants needed to achieve program grant goals as required by Summer EBT granting agency. Identify and secure cooperation of the appropriate number of school districts to participate in the Summer EBT Program. Ensure confidential and sensitive information transfers of Summer EBT participants. Initiate and oversee contracts, MOU's, MOA's, with Summer EBT contractors and any other identified partner. Collaborate with team to determine and execute process for delivering Summer EBT benefits to the eligible households. Responsible for the collection of appropriate data necessary to complete all required reports. Prepare quarterly progress reports, annual progress reports and final presentation to meet Summer EBT grant reporting requirements. Performs data analysis and evaluates data to determine Summer EBT program changes as necessary.



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	<ul style="list-style-type: none"> • Provide oversight for EBT card disbursement to families. • Perform evaluation liaison duties and work closely with the USDA Evaluation Contractor. • Makes decisions regarding program operations based upon analysis of food and an administrative budget, prepare budget, Summer EBT fiscal year close-out report process and other federal financial reporting in coordination with MCN Department of Treasury. • Trains and manages full and part time Summer EBT employees. • Performs other duties as assigned.
<p>Minimum Requirements:</p>	<p>Education: A Bachelor's degree Business Administration/Management or a Nutrition Related field Experience:</p> <ul style="list-style-type: none"> • Computer and typing skills are required. • Seven (7) to ten (10) years of experience in a management or project management position. • Five (5) years previous experience in a supervisory position. • Five (5) years of tribal government experience. • Thorough understanding of planning, development, and implementing projects or programs. • Experience managing projects with multiple high priority deadlines from various information sources at all levels of the organization. • Possess budgeting and personnel management experience. • Possess experience with research projects. <p>Special skills:</p> <ul style="list-style-type: none"> ☐ Excellent verbal and written communication skills. ☐ Excellent interpersonal, negotiation, and conflict resolution skills. ☐ Excellent organizational skills and attention to detail. ☐ Excellent time management skills with a proven ability to meet deadlines. ☐ Strong analytical and problem-solving skills. ☐ Strong supervisory and leadership skills. ☐ Ability to act with integrity, professionalism, and confidentiality. ☐ Ability to adapt to the needs of the MCN and employees. ☐ Ability to prioritize tasks and to delegate them when appropriate. <p>Certifications and licenses: N/A</p>
<p>Preferred Requirements:</p>	<p>Education: Bachelor's degree Business Administration/Management or a Nutrition Related field</p> <p>Experience: Seven (7) to ten (10) years of experience in a management or project management position.</p> <p>Special skills: Experience working in a diverse multi-cultural organization. Experience with federal nutrition programs. Knowledge of the Muscogee (Creek) Nation.</p> <p>Certifications and licenses: N/A</p>



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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.
Works within the approved budget; Conserves organizational resources.
- Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Adheres to policies and procedures.
- 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, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** 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:



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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, 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:



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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.