



## Human Resources P.O. Box 400 Okmulgee, OK 74447

**POSITION:** Materials Management Specialist-PRC  
**VACANCY ANNOUNCEMENT:** CN-19-29

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

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**DESCRIPTION OF ASSIGNMENT:** The Material Management Specialist is responsible for all related activities of the hospital material management processes of Muscogee Creek Nation Department of Health and responsible for ensuring the application of policy and procedures in the areas of procurement, inventory control, receiving and storage, supplies distribution and material processing throughout the hospitals. Responsible as a contact person for soliciting and negotiating proposals from various manufactures and distributors for all supplies, materials, services and equipment to meet the needs of facility within the Muscogee Creek Nation's hospitals and/or Medical Center based on the assigned responsibility level and the generally accepted procurement practices relevant to Muscogee (Creek) Nation Department of Health. In addition, responsible for compiling and ensuring contract documents are complete and accurate for processing through appropriate channels of authority. This position is located at the Muscogee (Creek) Nation Physical Rehabilitation Center in Okmulgee, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

High school diploma or equivalent. Associates degree in Business Management or related field of study. Two (2) years of progressively responsible experience in purchasing is preferred. Must possess valid State of Oklahoma Driver's License and be insurable.

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**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. General knowledge of the statutes, regulations, procedures and practices controlling procurement transactions in a tribal environment.
2. Knowledge of the procurement and contracting functions, principles, techniques, acquisition methodology, procedures, regulations and instructions applicable to the acquisition of MCNDH requirements.
3. Skills in the operation of personal computers including software such as Microsoft Windows 3.11, MS Office Professional (Word, Excel and Access), WordPerfect informs, and Cerner.
4. Knowledge of performing finance and accounting functions through the utilization of automated financial management systems and understanding of associated internal controls and security requirements.
5. Strong Negotiation skills as the contact person for the facility she or he is assigned in dealing with various vendors and suppliers.
6. Strong leadership and communication skills to communicate courteously and effectively with staff, vendors, tribal and governmental agencies as well as the general public, both orally and in writing.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date