



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

POSITION: System Administrator-Medical Center
VACANCY ANNOUNCEMENT: CN-20-232

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

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.

DESCRIPTION OF ASSIGNMENT: The Incumbent is responsible for the system administration of main Department of Health systems and supported subsystems. Also the incumbent will provide system-level support of multiuser operating systems, hardware and software tools, including installation, configuration, maintenance and support of these systems. Incumbent will provide assistance and guidance in technical and equipment related areas of computer operations for the entire MCNDH. Incumbent reports directly to the Medical Informatics Manager.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree or Associate's Degree in Computer Science, Management Information Science, Information Technology or related field is preferred. Five (5) years of relevant work experience is required. Experience in a Healthcare environment is preferred. A combination of education and relevant work experience may be considered in lieu of the education qualifications stated above. Healthcare experience preferred, not required. Incumbent must be insurable and valid Oklahoma Driver's License is required. CompTia A+, Network +, Microsoft Certified Professional, and/or CCNA certifications are a plus.

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. Knowledge of installation, configuration, imaging, upgrading and support of Windows based personal computers/servers and associated software.
2. Knowledge of specific hardware: servers, workstations, printers, routers/switches, and access points.
3. Knowledge of DNS, SSH/SSL, TCP/IP, LAN/WAN networking, Active Directory, SQL, Citrix, VMware, Group Policy, Exchange server, Shell scripting, Virus/Spyware Utilities and other network tools.
4. Ability to diagnose/troubleshoot problems related to computer systems, hardware, software, network or peripheral equipment and make repairs or corrections where required.
5. Ability to work independently under minimum supervision.
6. Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
7. Ability to maintain a confident and professional demeanor.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (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.

Staffing Coordinator

Date