



Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Network Administrator-Council Oak
VACANCY ANNOUNCEMENT: CN-22-333

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 purpose of this position is to provide expertise and support in areas of Local and Wide Area Networking services for the Muscogee (Creek) Nation Department of Health. Incumbent reports directly to the Medical Informatics Manager.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree in Computer Science, Management of Information Systems, Information Technology, or equivalent education and work experience. Three to five years of relevant work experience is required. Incumbent must be insurable and valid Oklahoma Driver's License is required. Cisco CCNA, MCSE, A+ Network, or Citrix certification is a plus. Healthcare experience preferred but not required. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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. A working knowledge of these technologies: Microsoft Office; Windows server and client versions and related utilities; e-mail servers; networking technologies including Cisco router/switch administration; Ethernet and wireless networking and related protocols; VPN; remote access, and configurations of home PC's connected to the corporate network remotely; PDA's and cellular phones; hardware installation and support; system security techniques and firewall administration; internet and web technologies.
2. Design, configure, test, install, maintain and administer hardware/software/os related to LAN and WAN.
3. Ability to evaluate critical systems, prioritizes work, and determines solutions.
4. Monitor network performance and maintain logs related to network functions, as well as maintenance and repair records.
5. Ability to communicate, verbally and in writing, with department staff, tribal agencies, outside agencies and the general public.
6. Ability to interpret and apply laws, regulations, and policies.
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) 762-0302. 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