



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

**POSITION:** Network Analysts (I.T.)-(2 Positions)-Okmulgee/Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-82

**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, three 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 Incumbent is responsible for the network analysis of main Division of Health systems and supported subsystems. Also, the incumbent will provide network-level support of multiuser systems, hardware and software tools, including installation, configuration, maintenance and support of these systems. Incumbent will be the primary team member responsible for network management for the entire MCNDH. Incumbent reports directly to the Technology and Analytics Officer. This position is located at the Medical Center in Okmulgee, OK/Council Oak Comprehensive Health in Tulsa, OK.

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**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. Three (3) 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 have a valid Oklahoma Driver's License. CompTIA Network +, and/or CCNA certifications are a plus. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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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. Knowledge of installation and configuration of networking equipment, i.e., routers, switches, wireless access points, and VoIP phones.
2. Knowledge of specific hardware: routers, switches, access points, printers and workstations.
3. Knowledge of DNS, DHCP, SSH/SSL, TCP/IP, WAN/LAN networking, Virus/Spyware Utilities and other network tools.
4. Ability to diagnose/troubleshoot problems related to network systems, network equipment and/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.

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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 Tracy Watters at (918) 762-0307. 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

