



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

**POSITION:** Dashboard Specialist (I.T.)-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-136

**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 will be responsible for extracting and manipulating data from the Data Warehouse for the purpose of reports and dashboards. The job entails meeting with key stakeholders to determine reporting needs, and then creating the necessary reports\dashboards as directed. Should the data for the reports\dashboards need augmentation, this position will work directly with the Decision Support manager to define the requirements necessary for new or enhanced data in the Data Warehouse. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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

Bachelor's Degree or five years specialized training in Data Science or applicable field (Computer Science, Management Information Systems, etc.) preferred. Demonstrated relevant work experience building reporting dashboards using standard visualization tools like Power BI or Tableau is required. Experience using SQL Server SSMS and Query Builders 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. Complete specific job-related training. **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. Experience with connecting to SQL Server databases using SSMS or equivalent tool.
2. Experience with creating data extracts using SQL Query Builder.
3. Experience with on premise and Azure hosted environments.
4. Highly experienced in using data visualization tools.
5. Highly experienced in establishing a Power BI server installation, configuring the workspaces, and determining the user roles associated.
6. Conveys information clearly and concisely with project leadership and subject matter experts.
7. Seeks, logically examines, and interprets information from different sources to determine a problem's cause and developing a course of action to resolve the problem and to prevent its recurrence.
8. Ability to work independently under minimum supervision.
9. Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
10. 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

