



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

POSITION: Web Master – Council Oak
VACANCY ANNOUNCEMENT: CN-23-180

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, 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.

DESCRIPTION OF ASSIGNMENT: The Webmaster serves as the primary contact for all aspects of the organization's website(s) and app. The Webmaster will handle a range of responsibilities that may include web design and development, routine site and content maintenance, and various updates to ensure sites align with the goals and objectives of the company. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:
Associates Degree in Computer Science or related field is required. Bachelor's Degree preferred. Coursework in digital media, web design, and /or computer programming highly preferred. Five (5) years of relevant work experience is required. Incumbent must be insurable and valid Oklahoma Driver's License is 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. Extensive knowledge of website management, analytics, design, and SEO best practices and standards.
2. Working knowledge of or ability to quickly learn web content management systems, applications, and tools used by the organization.
3. Highly proficient with HTML/CSS; working knowledge of XML, SQL, JavaScript, and other programming languages.
4. Excellent verbal and written communication skills.
5. Proficient with Microsoft Office Suite or related software.
6. Strong analytical, troubleshooting, and problem-solving skills.

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](tel:9187620307). 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