



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

POSITION: Assistant Director of Procurement-Council Oak
VACANCY ANNOUNCEMENT: CN-23-320

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 Assistant Director of Procurement is responsible for supervising the activities of the Supervisors, Buyers, and Warehouse Workers for the Muscogee (Creek) Nation Department of Health. The Assistant Director of Procurement is responsible for ensuring the application of generally accepted procurement practices to all relevant Muscogee (Creek) Nation Department of Health procurement transactions. In addition, responsible for compiling, participating and occasionally conducting formal bid openings. Compiles and ensures contract documents are complete and accurate for processing through appropriate channels of authority. Compiles and secures bids for vehicle purchases and ensures documentation is accurate and complete. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma with experience in purchasing. Must possess excellent oral and written communication skills. College Degree in Business Administration or equal or 10 years of procurement experience. Knowledge of Muscogee (Creek) Nation Department of Health organization.

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. Professional knowledge of the principles and practices of governmental and/or tribal procurement.
2. Knowledge of financial management requirements for contracts and self-governance compacts under the Indian Self-Determination Act, P.L. 93-638.
3. Professional knowledge of the principles and practices of organization/management, public administration and research and analysis.
4. Knowledge of governmental funds accounting principles and the ability to apply these principles to programs and activities of the Health System.
5. Comprehensive knowledge of performing finance and accounting functions through the utilization of automated financial management systems and understanding of associated internal controls and security requirements.
6. Must possess strong communication and leadership skills and the ability to provide leadership and training to procurement personnel.

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 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.

Staffing Coordinator

Date