



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

POSITION: Inventory Analyst - Okmulgee
VACANCY ANNOUNCEMENT: CN-23-342

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 purpose of this position is to coordinate and supervise fleet management issues, inventory, office space procurement/management for indirect staff, property management including inventory coordination and maintenance, monthly maintenance of indirect staff copiers, and disposal of all Muscogee (Creek) Nation Health System (MNHS) property (equipment and records.) This position is located at the Physical Rehabilitation Center in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School diploma or GED equivalent is required. A Bachelors or Associates Degree in Business Management, Accounting or related field is preferred. Experience in the management of inventory, materials, property, plant and equipment or similar relevant functions is strongly preferred. With a Bachelor's degree, one (1) year of relevant experience is required. With an Associate's degree, a minimum of three (3) years of relevant experience is preferred. A combination of education and experience may be substituted for the educational requirements. A Valid Driver's license is required. Incumbent must be insurable.

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 inventory and property management systems and the ability to manage such systems in an efficient manner.
 2. Professional information of the principles and practices of governmental and/or tribal budgeting and accounting.
 3. Knowledge of guidelines, policies and procedures, and regulations regarding asset management as set forth by established MNHS, IHS, and Federal guidelines.
 4. Ability to reconcile all MNHS property and maintain accurate property and supply records according to MNHS and Federal guidelines and regulations.
 5. Ability to provide guidance, direction, and supervision to subordinate departmental staff.
 6. Ability to communicate courteously and effectively with MNHS Staff, vendors, tribal and governmental agencies as well as the public, both orally and in writing.
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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

