

JOB ANNOUNCEMENT

POSITION: Computer Systems Administrator
PROGRAM: Information Technology Department
SUPERVISOR: Chief Executive Officer
SALARY RANGE: \$29.98 per hour (Grade 25, Step 03)
CLASSIFICATION: EXEMPT
Location: Owyhee, Nevada

Open: February 6, 2023

Closes: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number. Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

Special Considerations

This position is subject to suspicion less (random) drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position oversees the fiscal management of the Tribal Administrator's Office for the Shoshone-Paiute Tribes and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

JOB FUNCTION

Performs activities involved in coordinating network computer operations processing system and procedures as well as stand alone computer systems for the Tribe to ensure that processing efficiency and user satisfaction are maintained. Initiate and improve controls in the implementation of the Internet policy. Review and improve the tribal telecommunication system. Initiate and implement data backup offsite, restoration and retrieval systems. Train back so as to prevent disruption of computer operations. Design internal training for existing staff.

Essential Functions

1. Making sure that the network as well as all other stand-alone systems are operating efficiently at all times.
2. Responsible for daily operations of the computer network systems including configurations, deployment and operation and maintenance of servers.
3. Will maintain, troubleshoot and implement network security tools including firewalls and antivirus
4. Work closely with finance and management staff with downloading and installing the MIP software.
5. Implement Internet policy.
6. Monthly review and approval of telephone bills and making sure that unauthorized calls are not made.
7. Understanding and programming of the Cisco VOIP phones.
8. Provide training for use of all options of the existing telephone systems.
9. Prepares, monitors, and implements equipment maintenance schedules.
10. Designs and establishes disaster recovery procedures to ensure retrieval on all data and system software.
11. Maintain a current knowledge in new and existing systems software and hardware to ensure productivity, capability, and or least-cost ratio.
12. Must work effectively with OCHF CSA as the need arises.
13. Maintains the necessary files, computer systems policies and procedures for auditing purposes and provides copies of files, policies, documentation, and reports as needed by Tribal, State, and Federal auditors.
14. Design and implement Computer Policies and Procedures relative to standardization, design, cost, purchasing.
15. Effective training of backup of all aspects of the job in order to prevent service disruption.
16. Implement "Work Order-Policy and Procedure" in order to control work load.
17. Will create users with email and active directory access.
18. Need to work on grants as needed.
19. Monitor and have knowledge of security cameras.
20. Will give and terminate wireless door access as needed.
21. Will implement the Smart City WIFI installations as they arise.
22. Keep a well-organized office.
23. Supervises the Tribes' Information Technology Staff.
24. Strong supervisory skills.
25. Other duties assigned by the supervisor.

JOB QUALIFICATIONS:

1. Effective interpersonal skills, the incumbent interacts frequently with users, staff, and vendors. Extensive knowledge of data processing and telephone systems.
2. Must have experience in coordinating network computer operations processing systems and procedures as well as standalone computer systems.
3. Must complete Novell CAN and CNE certifications.
4. Must have at least three years' experience in a supervisory position.

DESIRED QUALIFICATIONS:

Must have a bachelor's degree in Technology or related field.