



TRIBAL GOVERNMENT & ROLLING HILLS CLINICS NETWORK & SYSTEMS ADMINISTRATOR

Position Description

Reports to: Director of IT	Open: 10/07/2022
Job Class: 40 hours per week, Non-Exempt	Closes: until the position is been filled.
Email or fax resumes to: hr@paskenta.org	Projected Start Date: TBD
<i>"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."</i>	

POSITION SUMMARY

Under the direction and guidance of the Director of IT, responsible for the configuration, maintenance and operation of Paskenta Band of Nomlaki's network, servers and storage infrastructure. Ensures that the network and all related equipment are functional to accommodate system users. This position will complete projects and special assignments by establishing objectives, determining priorities, managing time, monitoring progress, problem solving and adjusting plans and priorities as needed. This position will fully support the needs of the Tribal Government operation and Rolling Hills Clinics, an instrumentality of the Tribal Government.

DUTIES & RESPONSIBILITIES

1. Installs, configures, tests and maintains servers, SAN, and related networking equipment.
2. Performs all critical data backups and secures data according to established procedures.
3. Installs firmware and security updates on servers and related networking equipment.
4. Configures and maintains Microsoft Active Directory.
5. Installs, configures and maintains IPS/IDS, Firewall, Routing and Switching, Anti-Virus, Anti-Spam, Anti-Malware, etc. for maximum internal network protection.
6. Assists with software upgrades and installations.
7. Creates scripts for automation of common tasks.
8. Make recommendations in the development of network standards and operational procedures.
9. Performs such other duties as may be required from time to time for the overall management and operation.

10. Oversee and ensure timely repair/replacement of, faulty network hardware.
11. Maintain inventory of network equipment and parts and ensure timely renewal of maintenance contracts.
12. Interface with third party support and vendors and attend various meetings and approved seminars related to computer technology.
13. Respond to escalated requests for technical support via the ticketing system, telephone calls, and emails.
14. Perform other duties and responsibilities as set forth by IT Management.
15. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
16. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
17. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
18. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention
19. Other duties assigned by Supervisor.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or related field; OR 5 years related experience and/or training; or equivalent combination of education and experience.
2. Requires an advanced proficiency in the operation of local and wide-area networks and components.
3. Must be proficient with current Microsoft Server and Client operating systems.
4. Proven network engineering, network operations, and network performance analysis skills.
5. Experience with firewalls, Internet VPN's remote implementation, troubleshooting.
6. Must be able to perform duties accurately and independently.
7. Must be able to prioritize tasks and meet deadlines.
8. Familiarity with backup and recovery software and methodologies.
9. Cisco, Aruba and Fortinet experience preferred.
10. Must have ability to relate and communicate effectively with community interest groups, agencies, and medical facilities that serve the American Indian Community.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment. Paskenta Band of Nomlaki Indians.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Occasional travel is required.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.