



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 06/23/2016**

**Closing Date: 07/08/2016**

**Position Title:** Network System Administrator

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**Department:** Telecommunications

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**Work Schedule:** Monday-Friday 8:00AM – 5:00PM

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**Wage Rate:** Pay Range 41: \$21.48 – \$27.50 /HR/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Associate's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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<b>POSITION TITLE:</b> Network System Administrator	<b>WORKSITE:</b> Tule River Tribal Council 487 S. Reservation Rd Porterville, CA 93257
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## GENERAL POSITION DESCRIPTION

The Network System Administrator will design, install, configure and support the Tribal organization's local area network (LAN), wide area network (WAN), and internet and intranet systems or a segment of a network system. The Network System Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of system hardware and software and related infrastructure. The individual participates in technical research and development to enable continuing innovation within the infrastructure. The Network System Administrator ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers and Partners. The Network Administrator will assist project teams with technical issues in the Initiation and Planning phases of future projects. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability.

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## DUTIES & RESPONSIBILITIES:

1. Install new or rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards, project, and operational requirements for optimized performance.
2. Support LAN's, WAN's, network segments, internet, and intranet systems.
3. Ensure the availability of client/server applications, providing desktop operating system and server support for Tribal Administration and programs.
4. Diagnose hardware and software problems, and replace defective components.
5. Perform data backups on the Tribe's network servers.
6. Perform disaster recovery operations.
7. Maintain and administer computer networks, related computing environments, including computer hardware, and all configurations.
8. Plan, coordinate, implement, and oversee network and physical security measures in order to protect data, software and hardware.
9. Operates master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and usage.
10. Perform routine network startup and shutdown procedures, and maintain control of records.

11. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
12. Maintain logs related to network functions, as well as maintenance and repair records.
13. Maintain an inventory of parts for emergency repairs.
14. Configure all new implementations and develops processes and procedures for ongoing management of the server environment.
15. Performance tuning, hardware upgrades, operational configurations, resource optimization on supporting systems.
16. Assist in overseeing the physical security, integrity, and safety of the servers and tribal data.
17. Provide day-to-day support to employees for computer/network support.
18. Stay up to date with technology trends and improvements making recommendations for new technology implementation based on research
19. Coordinate moves, adds, and changes in regards to all technology equipment.
20. Provide daily one-on-one user training with end users when questions arise.
21. Serve as subject-matter-expert for information technology projects.
22. Ensures proper function and calibration of test equipment.
23. Able to acknowledge and implement safe work practices.
24. May be required to perform additional duties and tasks as required by the Tribe.

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#### QUALIFICATIONS:

1. Associate's Degree with a technical major such as computer science with 3 or more years experience at the server/data center level.
  2. MCSE with a concentration in Server Infrastructure or MCSA Windows Server 2008 or later, combined with a minimum 4 years of related technical experience in supporting Information Technology environment at the server/date center level.
  3. Advanced knowledge of Active Directory, Microsoft Exchange Server 2010 or higher, Microsoft SQL Server, Enterprise backups, SAN.
  4. Experience with DNS, WINS, and DHCP, RDP.
  5. Experience with Windows server performance tuning and monitoring and protection tools.
  6. Prior work history that demonstrates a commitment to team building, constructive problem-solving, and maintain a high level of performance with minimal or no supervision.
  7. Must possess a valid CA Driver's License and be insurable through the Tribe's insurance.
  8. Must successfully complete a pre-employment drug/alcohol screen and background check.
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## KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, network diagrams, and procedure manuals.
  2. Must be able to troubleshoot and configure OU's, GPO's, SUS, DHCP, DNS, gIPSec, RADIUS, SSL, VPN, and User Authenticated Protocols.
  3. Must have strong knowledge and hands-on experience in installation, maintenance, configuration, administration, troubleshooting, of VMware virtual environment.
  4. Working knowledge of Server, desktop and network virtualization in VMware Infrastructure or Microsoft Virtual Servers.
  5. Considerable knowledge of the capabilities of available networks, network management tools, personal computers, modems, and frame relay equipment.
  6. Strong analytical and problem solving abilities, able to conduct research into a wide range of computing issues.
  7. Knowledge of computer hardware, including desktop PC's, network equipment, wireless access points, routers, servers, and printers.
  8. Experience with updating hardware and network structure.
  9. Experience with server and desktop operating systems, Windows XP, Vista, Windows 7, Red Hat Linux, Windows Server 2008 or later, and Cisco operating systems.
  10. Ability to write routine reports and correspondence.
  11. Ability to speak effectively before groups of customers or employees of organization.
  12. Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form.
  13. Respond promptly to customer needs. Ability to manage difficult or emotional customer situations.
  14. Considerable knowledge in the area of IP telephony and computer telephony integration.
  15. Strong analytical and problem-solving abilities with the ability to effectively prioritize and execute tasks in a high-pressure environment.
  16. Must be accessible, ability to work days, nights, weekends, and holidays as needed with or without notice such as during a network/system outage or during a maintenance window.
  17. Demonstrated ability to interact effectively with departmental leaders and Tribal Council.
  18. Ability to maintain the highest level of confidentiality.
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**PHYSICAL REQUIREMENTS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination working with telecommunication equipment, wires, electronics, and in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically field work setting conditions, and may require office work. Field work may expose employee to, but not limited to adverse weather and conditions, dust, equipment fumes, and noise. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle to travel to job sites, ability to run various telecommunication equipment, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and equipment.

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<b>This position reports to:</b>	Telecommunications Network Supervisor
<b>Supervises:</b>	None
<b>Hours:</b>	40+ Hours / Week Monday-Friday 8:00AM – 5:00PM
<b>Salary Range:</b>	Pay Range 41:\$21.48 – \$27.50 / HR Paid Bi-weekly / Overtime Eligible
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**