



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Network/Server Administrator
DEPARTMENT: Tribal IT Department
CLASS: Regular/Full-Time
SALARY: Depending on Qualifications
OPENING: September 8, 2017
CLOSING: September 22, 2017

POSITION SUMMARY: The Network/Server Administrator will use their extensive knowledge and skills obtained through education and experience to maintain and enhance all aspects of the Hualapai Tribes IT infrastructure. The primary responsibility of this position is overseeing all servers, firewalls, switches, and other equipment, as well as providing solutions and recommendations for the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Determining system configurations based on best practice strategies and designs, including computer hardware, applications software, systems software, security, and server/network configurations.
- ❖ Installing and configuring server hardware and software, track server activity, address questions about technical problems, troubleshoot issues, and improve efficiency by evaluating system functions.
- ❖ Ensuring network service and security are configured and maintained; resolve complex voice, network service, and network security issues; provide solutions to mitigate or prevent future issues.
- ❖ Research and analyze current system and network configurations, ensuring they align with optimal infrastructures and making improvements where applicable.
- ❖ Design, maintenance, and implementation of system back-ups and disaster recovery architecture, ensuring that these operations are completed accurately and timely, and performing regular tests to verify
- ❖ Develop and document operating procedures for system administration activities, including system monitoring, performance tuning, backup/recovery, server architecture design, and system maintenance.
- ❖ Executes a planned program of virus updates, patch, and service pack management, including testing, deployment staging, and documentation. Install, maintain, and manage servers for automated updates.
- ❖ Actively participate in project planning and implementation.
- ❖ Interface with hardware vendors to maintain and schedule repair of equipment in a timely manner and/or provide hardware repair and maintenance as required.
- ❖ Assisting others by answering questions related to server and networking procedures and services.
- ❖ Stays current on latest industry technologies, trends, and strategies.
- ❖ Completes work in a timely manner while providing exceptional customer service.
- ❖ Provide on-call 24/7 support as needed for projects/emergencies.
- ❖ Assisting staff and other technicians with general IT work as needed when needed.
- ❖ Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must have a High School Diploma or GED.
- Associate's degree (A.A.) in a relevant field, with a Bachelor's Degree being preferred, and 3 years related experience; or 5 years related experience
- Advanced knowledge of the following systems is required: network operating systems, wlan, network topologies, network hardware, computer operating systems, routing, switching, data privacy, network security, voice systems, network services availability, and network performance.
- Ability to read, analyze and interpret complex documents.
- Communicate effectively and with respect to co-workers and superiors.
- The ability to work under pressure, accurately meet deadlines, and present a professional demeanor.
- Proven ability to work independently and on a team, multi-task, and manage multiple projects to meet deadlines simultaneously is required.
- Seek council before deviating from prescribed directions.
- Will resolve IT concerns for many departments and locations.
- Ability to lift 50 pounds.
- Must have a current driver's license and be eligible for the tribe's insurance.

HOW TO APPLY:

Submit a completed employment application to: Human Resources Department, P.O. 179, Peach Springs, Arizona 86434, fax (928) 769-1191, or call (928) 769-2216 for more information. To be considered for employment, the Human Resources Department must receive a completed employment application by 5:00 PM on the closing date. **A resume' will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to sex, age, race, national origin, religion, marital status, or physical disability. However preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (7-2-71) and Public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities