



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: IT Technician
DEPARTMENT: Tribal IT Department
CLASS: Regular/Full-Time
SALARY: Depending on Qualifications
OPENING: January 5, 2017
CLOSING: Open Until Filled

POSITION SUMMARY: The Hualapai Indian Tribe is currently seeking an experienced and professional individual to fill the role of IT Technician for the Tribal Government. Duties will include diagnosing and monitoring computer systems, installing hardware and software, scheduling and performing maintenance, assisting staff with using programs, and troubleshooting a wide variety of issues. We currently support over 30 departments, spread over more than 20 buildings, so it is essential that the candidate have a strong knowledge of computers and how they operate, time management skills and assigning priorities to tasks, and the interpersonal skills to serve and support all of our users.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responding to users in a prompt, efficient, friendly and patient manner.
- Installing and configuring hardware, software, and peripheral equipment, such as printers, scanners, projectors, digital cameras, bar code readers, etc.
- Repair and replace defective parts or components, including the ability to assemble a computer from the base parts.
- Troubleshooting various hardware and software issues to ensure functionality.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Installing, terminating, testing and troubleshooting of network cabling, keystone jacks, and patch panels.
- Moving, adding, and making changes to computers, telephones, and other equipment.
- Actively participate in project planning and implementation.
- 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.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- This position will often require prolonged periods of sitting, standing, crawling, climbing ladders, working in small enclosed spaces (attics/under flooring/closets/etc.), working outdoors, sometimes in uncomfortable temperatures (both cold and heat). In addition, you will be required to perform the loading, unloading, and moving of equipment regularly. You must be able to meet these physical demands.
- Must have a High School Diploma or GED.
- Associate's degree (A.A.) in a relevant field, with a Bachelor's Degree being preferred, or 3 to 5 years related experience
- Knowledge of the following systems is required: Experience with computer technology, operating systems, computer repair, common software, and system administrative tools.

- 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 with supervisor 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