



**SUSANVILLE INDIAN RANCHERIA**  
**745 Joaquin Street**  
**Susanville, CA 96130**  
**(530) 257-2542**

### **POSITION ANNOUNCEMENT**

Position: IT /Network Technician II  
Date of Announcement: April 21, 2016  
Closing Date: May 1, 2016  
Hours: Full Time  
Salary: \$55,000.00-\$65,000.00- DOE

### **GENERAL STATEMENT OF RESPONSIBILITIES**

The IT / Network Technician II will provide technical assistance to the IT / Network Manager in diagnosing, troubleshooting, repairing and debugging routine hardware, software, or networking equipment problems. This individual, at the direction of the IT /Network Manager, will schedule, deliver, and install hardware, software, and networking products, as well as maintain the tribal and health clinic web sites, social media pages and tribal security camera surveillance system. The IT / Network Technician II will also be required to document all computer and security camera repairs, and monitor network systems for potential security threats and virus updates as well as perform the necessary diagnostic testing to ensure that the equipment, networks, and systems operate to specification.

### **DUTIES INCLUDE:**

1. Provides daily routine maintenance of desktops and network computer systems.
2. Manages desktop configurations.
3. Performs the necessary diagnostic testing to ensure that the equipment, networks, and systems operate to specification.
4. Configures network switches and administers firewall.
5. Updates and support tribal and health clinic websites and other tribal social media pages.
6. Updates user accounts and permissions.
7. Administers and configures file/print, security camera, and e-mail servers.

8. Provides training to user personnel, as required, and performs software upgrades and OS migration.
9. Assists with PC virus updates.
10. Assists with HIPAA security compliance.
11. Monitors e-mail and internet usage to ensure compliance with the Computer / Network Security Policy and Procedures.
12. Builds, repairs, and troubleshoots workstation and server hardware.
13. Repairs and troubleshoots workstation and server hardware.
14. Supports disaster recovery system including backup procedures for all of the systems.
15. Manages daily backups.
16. Participates in the annual disaster recovery program testing.
17. Remains abreast of new developments in security related areas through meetings, seminars, journals, etc. as necessary.
18. Requires pushing, pulling, kneeling, crawling and ability to lift up to 65 pounds.
19. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
20. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. High School Diploma/GED
3. Two years computer related education or experience in computer repairs.
4. Two years of experience in maintaining and supporting local area networks.
5. Two years of experience developing and maintaining professional websites/pages and social media pages with HTML and CSS.
6. Posses A+ and Network + Certification or obtain A+ and Network + Certification within six months of hire.

7. Understanding of network cabling architectures including Ethernet installation, troubleshooting, and design.
8. Knowledge of TCP/IP protocol and subnets.
9. Knowledge of PC software and hardware configurations.
10. Computer experience in various types of software, including but not limited to Microsoft Windows 7, Office 2007, Office 2010, word processing, spreadsheet, and presentation programs.
11. Ability to image PCs.
12. Be flexible and willing to take direction.
13. Willingness to work the hours necessary to complete required tasks.
14. Ability to pass a background check and cannot have any felony convictions.
15. Ability to pass mandatory pre-employment drug test and willingness to submit to random drug testing.
16. Preference will be given to Native Americans (42 CFR 36.221).
17. Understanding of HIPAA compliance concerning confidentiality.