



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

POSITION ANNOUNCEMENT

Position: IT / NETWORK MANAGER
Date of Announcement: April 06, 2016
Closing Date: April 18, 2016
Hours: Full- Time
Salary: \$65,000 to \$76,000 DOE

GENERAL STATEMENT OF RESPONSIBILITIES

The IT / Network Manager will provide technical assistance to employees in diagnosing, troubleshooting, repairing and debugging routine hardware, software, or networking equipment problems. This individual will schedule, deliver, and install hardware, software, and networking products as well as assist in maintaining the tribal and health clinic social media pages and tribal security camera surveillance system. The IT / Network Manager will also be required to research and suggest IT solutions, 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. Responsible for updating and supporting tribal and health clinic websites and other tribal social media pages.
6. Updates user accounts and permissions.
7. Updates all of the network architectures.
8. Administers and configures file/print, and e-mail servers.
9. Troubleshoots and repairs network infrastructure and system issues.

10. Maintains a log of all computer and printer related repairs.
11. Maintains software logs and system software installation media.
12. Maintains library of documentation for system software.
13. Provides training to user personnel, as required, and performs software upgrades and OS migration.
14. Ensures that PC virus updates are pushed out when received.
15. Develops, monitors, and enforces the tribe's Computer / Network Security Policy and Procedures. All violations will be reported the appropriate Program Director.
16. Maintains network security by ensuring the protection of all network data and systems against unauthorized access, disclosure, manipulation and/or destruction; ensuring that system controls are incorporated into new IT systems and system changes; and implementing and maintaining the network security structure and resource configuration with the LAN.
17. Assists with HIPAA security compliance by reviewing the risk assessments on an annual basis to determine the vulnerabilities / threats and communicates any concerns; coordinating with the various Program Directors for the distribution and presentation of security awareness and training programs; reviewing the Computer / Network Security Policy and Procedures on an annual basis and communicates any necessary changes; and maintaining security forms and reports.
18. Monitors network activities by monitoring anti-virus systems, syslogs, and intrusion detection reports; reporting violations to the Program Directors.
19. Monitors e-mail and internet usage to ensure compliance with the Computer / Network Security Policy and Procedures.
20. Builds, repairs, and troubleshoots workstation and server hardware.
21. Repairs and troubleshoots surveillance camera and server hardware.
22. Assesses software that will aide in the administration of the network.
23. Monitors and plans system utilization and capacity.
24. Recommends new network architectures to improve performance, storage, and reliability.
25. Supports disaster recovery system including backup procedures for all of the systems.

26. Manages daily backups.
27. Participates in the annual disaster recovery program testing.
28. Orders computers utilizing the tribe's property and fiscal management policy manuals.
29. Maintains the tribe's stock of printer supplies by establishing a high and low level limit for consumable items. Orders items that are below the low level limit.
30. Remains abreast of new developments in security related areas through meetings, seminars, journals, etc. as necessary.
31. Monitors Tribal Surveillance system.
32. Manages telephone and Audio Visual systems.
33. Maintains and trains users on Clinic Document Management System.
34. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
35. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in Network Engineering, Computer Science or equivalent work experience (2 years work experience verses 1 year education).
2. Three (3) year's of documented experience in computer repairs.
3. Two (2) Three (3) year's of documented experience in maintaining and supporting local area networks.
4. Two (2) year's of experience developing and maintaining professional website pages and social media pages with HTML and CSS.
5. Experience and thorough understanding of network cabling architectures including CAT5/5e/6 installation, troubleshooting, and design.
6. Demonstrated knowledge of TCP/IP protocol and subnets.
7. Complete knowledge of PC software and hardware configurations.
8. Computer experience in various kinds of software, including but not limited to Windows 7, Windows 2003 (Server and Professional), word processing, spreadsheet, and presentation

programs.

9. Ability to image PCs.
10. Be flexible and willing to take direction.
11. Willingness to work the hours necessary to complete required tasks.
12. Possess a valid drivers license with no more than five MVR points as determined by the Susanville Indian Rancheria insurance provider.
13. Ability to push, kneel, crawl and lift up to 65 pounds.
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).

DESIRED QUALIFICATIONS:

1. Bachelor's Degree in Network Engineering, Computer Science or related field of study.
2. Cisco Certified Network Professional (CCNP).
3. MCDST Certification, A+ Certification, or equivalent.
4. MCSA Certification, Network + Certification, or equivalent.
5. MCSE Certification or equivalent.