



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	March 1, 2023
CLOSING DATE OF ANNOUNCEMENT:	March 15, 2023
	Second cut-off: March 29, 2023
	Third cut-off: April 12, 2023
	Final cut-off: April 26, 2023
POSITION TITLE:	Network Technician
SUPERVISES:	No
STARTING SALARY:	\$28.77 - \$35.97 Depending on Experience
GRADE:	14
FLSA STATUS:	Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

A Network Technician, or Network Maintenance Technician, is responsible for managing installations and repairs for network systems. Their duties include responding to maintenance requests regarding system defects and other issues, troubleshooting problems with network systems by running tests, and maintaining inventory for computer hardware.

SPECIFIC AREAS OF RESPONSIBILITIES:

The duties and responsibilities of a Network Technician may vary slightly from one company to the next. Some of the basic duties and responsibilities of a Network Technician could include:

- Designing and installing computer networks, connections, and cabling.
- Troubleshooting system failures and identifying roadblocks in the network.
- Fixing problems in LAN infrastructure and testing and configuring software.
- Maintaining and repairing hardware including peripheral devices.
- Evaluating network performance to improve the network.

- Scheduling upgrades and maintenance without interrupting business workflow.
- Providing technical direction and giving training to coworkers about network systems.
- Working with vendors to get needed equipment for the networks and systems.
- This employee is responsible for providing support in the operation of the LIHC data communications networks by installing, troubleshooting, and maintaining computer hardware, software, and data communications equipment, and supporting end users in the use of such equipment.
- Installing equipment for data communications networks including hardware, software, and data communications equipment.
- Providing support to users of data communications networks.
- Assisting the network administrator(s) in the form of requirements analysis, network application design, implementation, problem investigation, resolution, and network application evaluation.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Knowledge of medical terminology is a plus.
- B. Ability to work in a healthcare clinic setting supporting clinical staff.
- C. Ability to work effectively with personnel on all levels.
- D. Demonstrated knowledge of current products and services available and applicable to LAN/WAN and data communications systems.
- E. Demonstrated knowledge of computing systems, electronics, and software for the development required to design, manage, and troubleshoot high-performance client-server network applications.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.

4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Associate degree or certification from a technical or vocational school, may be substituted with three years of related experience.
7. A bachelor's degree in information systems, computer engineering or another closely related field preferred.
8. Demonstrated experience in client-server network applications.
9. Functional literacy.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer, printers, or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd Preference: | All other applicants. |

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ramador@sir-nsn.gov or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.