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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	**February 17, 2026**
CLOSING DATE OF ANNOUNCEMENT:	**Until Filled**
POSITION TITLE:	**Network Administrator**
SUPERVISES:	**No**
STARTING SALARY:	**$35.50 - $44.38 Depending on Experience**
GRADE:	**15**
FLSA STATUS:	**Exempt**
NUMBER OF POSITIONS:	**1**
STATUS:	**Permanent**
HOURS:	**Full Time**
BENEFITS:	**Highly competitive package *See below**
SUBJECT TO P.L. 101-630:	**No**

GENERAL STATEMENT OF RESPONSIBILITIES:

The Network Administrator is responsible for the planning, implementation, maintenance, security, and reliability of the health clinic's information technology and network infrastructure in accordance with Indian Health Service (IHS) requirements and federal regulations. This position supports clinical and administrative operations by ensuring continuous access to Electronic Health Records (EHR), RPMS/EHR systems, medical devices, and communication systems critical to patient care. The Network Administrator monitors system performance, resolves technical issues, implements cybersecurity and data protection measures, and ensures compliance with HIPAA, IHS IT security policies, and applicable federal standards. The role includes coordinating system upgrades, maintaining required documentation, supporting audits and accreditation activities, providing technical assistance to clinic staff, and collaborating with IHS, Tribal leadership, and external vendors to support safe, secure, and efficient healthcare delivery.

SPECIFIC AREAS OF RESPONSIBILIES:

- Reports to the Chief Information Officer/Chief Operations Officer.

- Responsible for implementing, maintaining, tuning, and monitoring operating systems, and services running on Microsoft Windows Server and Client Editions, Mac OS X, VMware/Hyper-V, and other NIX variants.

- Responsible for implementing and operating server-related software that may include but is not limited to, Samba, LDAP, MySQL, MS SWL Servers, Apache, IIS and Microsoft Server stack.

- Team participation, lead and maintenance of Microsoft Active Directory domain, Exchange, Skype for Business, Teams, Microsoft 365, and Azure environments.

- Team participation, lead server and storage implementation, configuration, maintenance, and trouble shooting.

- Provide high-level, tier-3 support for system services and protocols.

- Manage network user accounts, permissions, and access controls.

- Test new software and hardware releases to ensure compatibility and minimize user disruption.

- Participate in daily operational tasks such as proactive maintenance, management, monitoring performance, incident and problem management, security, and backup and recovery across the network infrastructure.

- Create new and updated existing documentation of services and procedures.

- Ability to implement a project from beginning to end while managing scope and timeline.

- Provide systems-related support to and assist client services in support of campus users.

- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

A. Knowledge of Microsoft Active Directory.

B. Knowledge of system-level Windows or Macintosh operating systems.

C. Skills in customer service.

D. Ability to troubleshoot.

E. Ability to lift and carry computers or equipment weighing up to forty (40) pounds.

MINIMUM QUALIFICATIONS - ALL APPLICANTS:

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 a 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. Bachelor's degree with four years of experience in information technology. Candidates with an equivalent combination of education or relevant technology certification(s) and experience will be considered.

7. Three (3) years of experience in network systems administration.

8. Project Management experience is preferred.

9. Strong professional ethics and commitment to security and confidentiality.

Experience with the following: Exchange/Skype for Business, Microsoft 365/Azure, VoIP, analog telephone, MSSQL, LAMP, Share Point, Server/Desktop virtualization, SAN storage technologies, or Hyper-Converged technologies is preferred.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

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:

1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd 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 (based on SSA COLA); eligibility for annual merit increases; twelve 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.
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** 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. **An additional statement on how you meet each Minimum and Additional Qualification 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 ewadley@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.