Phone (360) 466-3163
Fax (360) 466-5309

# Swinomish Tribal Community
### A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476
P.O. Box 817 • 11404 Moorage Way
LaConner, Washington 98257

# JOB DESCRIPTION

## SYSTEMS ADMINISTRATOR
## IT DEPARTMENT

Reports to:     I.T. Director
Salary:          D.O.E.
Status:          Full Time

## GENERAL FUNCTION

Under the general direction of the Director of Information Technology, this position will tend to the day to day operations of all IT services including applications, network infrastructure, and telecommunications. This position will perform both technical and application IT projects.

## REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

1. Install, configure and upgrade operating systems and software
2. Administers Windows platform domain
3. Installs, assembles and configures computers systems, network infrastructure and peripherals such as printers, scanners and related hardware

4. Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment problems; makes repairs and corrections where required.
5. Acts as a technical resource in assisting users
6. Makes hardware and software acquisition recommendations
7. Assists with the planning, design, research and acquisition of new or upgraded hardware and software systems
8. Performs other duties of a similar nature or level.

## OTHER DUTIES

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

## WORKING CONDITIONS

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, crawl, kneel, crouch, twist, push/pull and grasp; use hands to operate, finger repetitively, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or carry up to 50 pounds. Employee has occasional exposure to possible electrical shock. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

## KNOWLEDGE AND SKILLS (Entry Requirements)

### Advanced Knowledge of:
- Computer hardware, software and peripherals such as central processing units, servers, monitors, cables, network systems, printers, and modems;
- Procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals with an emphasis on Windows XP and Windows 7 workstations and a working knowledge of Windows Server 2003 and above and Exchange mail server
- Principles, practices, hardware and software related to the establishment and maintenance of LAN's and WAN's; and Techniques for explaining technical concepts and procedures to non-technical users

**Advanced Skills in:**
- Installing, configuring and upgrading operating systems and software, using primarily standard financial, business and administrative application practices. Procedure and experience of deploying new PCs
- Installing, configuring, assembling and repairing computers, monitors, network infrastructure and peripherals such as printers and related hardware
- Monitoring the Tribes LANs and WANs
- Troubleshooting and solving hardware and software problems
- Instructing users on new or upgraded computer applications and hardware
- Using initiative and independent judgment within established guidelines and procedures
- Organizing own work, setting priorities and meeting critical time deadlines
- Maintaining records and submitting timely accounting reports of work done and other jobs as assigned by Management
- Communicating effectively with co-workers, subordinates, superiors, the Tribal Employees, representatives of public and private organizations and others sufficient to exchange or convey information

## MINIMUM REQUIREMENTS

Equivalent to completion of four years of college-level coursework in computer science, information technology or a related field and 5 years of general computer and network installation, maintenance and repair experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

### Special Requirements

A valid Washington State driver's License is required at time of appointment or at a time set by the Personnel Committee.

## EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

Consistent with practices of federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check.