JOB ANNOUNCEMENT

Rincon Band of Luiseño Indians

Contact Us:

One Government Center Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm
        Monday - Friday

www.rincon-nsn.gov

Title: IT Systems & Infrastructure Administrator

Requisition Num.: 005-2026

Open Date: 03/11/2026

Closing Date: Until Filled

Department: Information Technology (IT)

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct direction of the IT Director, the IT Systems & Infrastructure Administrator performs responsible technical work supporting the stability, security, and day-to-day operation of the Rincon Tribal Government's information technology systems and infrastructure. The position provides advanced end-user technical support while assisting with the maintenance and administration of network, server, and enterprise systems operating across multiple Tribal Government locations. Responsibilities include troubleshooting technical issues, supporting infrastructure maintenance, assisting with system upgrades and implementations, and helping ensure reliable access to technology resources used by Tribal Government departments. The incumbent exercises sound technical judgment while working collaboratively with the IT Director and other technical resources to support the effective operation of the Tribal Government's information systems. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serve as the primary technical support resource for Tribal Government staff by responding to help desk requests submitted through the ticketing system, telephone, email, or in person.
- Diagnose and resolve hardware, software, and network connectivity issues affecting desktop computers, laptops, printers, mobile devices, and other end-user technology.
- Install, configure, and maintain desktop systems, operating systems, software applications, and peripheral devices used across Tribal Government departments.
- Provide user assistance, technical guidance, and basic training to employees on the use of computer systems, enterprise applications, and communication technologies.
- Assist in supporting and maintaining the Tribal Government's information technology infrastructure, including servers, network equipment, and enterprise systems.
- Monitor system performance, network connectivity, and disk utilization to help ensure reliable operation and availability of technology resources.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Assist with system administration tasks including user account creation, password management, directory services maintenance, and application access configuration.
- Support system backup, data recovery, and disaster recovery processes to protect Tribal Government data and ensure continuity of operations.
- Install, configure, and support network hardware and communication equipment including switches, wireless devices, printers, IP phones, and related infrastructure.
- Assist with troubleshooting network performance issues and resolving connectivity problems involving local and wide area networks.
- Maintain and update inventory records for computers, technology equipment, software licenses, and related IT assets.
- Document system configurations, troubleshooting procedures, and technical support activities to ensure accurate records and knowledge sharing within the IT department.
- Coordinate and schedule technology maintenance activities, system upgrades, and equipment installations in collaboration with the IT Director.
- Conduct research on hardware, software, and technology solutions and provide recommendations to support operational efficiency and system improvements.
- Participate in meetings, projects, and departmental initiatives related to the planning, implementation, and support of Tribal Government information technology services.
- Assist with the planning, configuration, and implementation of network and server systems to support connectivity and communication between Tribal Government locations.
- Work with consultants, outside vendors, other IT team members, and IT Director to implement designs and develop hardware and software solutions to meet Tribal Government needs.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Back up to other IT Administrator team members in the IT Department when team members are unavailable.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- Perform other related duties as required.

SUPERVISION ADMINISTERED

- This position **does not** require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

Applications which are not completely filled out will not be considered.

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Associate or Bachelor's degree from an accredited college or university in Computer Science, Information Systems, Information Technology, or a closely related field in a LAN/WAN environment.
- Four (4) to six (6) years of progressively responsible experience in IT technical support, systems administration, or network support in a LAN/WAN environment.
- Experience supporting servers, enterprise applications, desktop systems, and network infrastructure in a multi-site environment is preferred.
- Hands-on experience with system backups, disaster recovery procedures, and end-user support.
- Experience configuring, maintaining, and troubleshooting network hardware, IP phones, printers, and mobile devices.
- Familiarity with Windows Server, Active Directory, Microsoft Office/Office365, and standard enterprise applications.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Must be able to obtain a California Gaming License.
- Combination of any two or more of the following certifications:
  - Microsoft Certifications: MCSE (Current OS), MCSA, MCAD, MCSD, MCPD, MCDBA, MCAP
  - Cisco Certifications: Cisco Professional or Expert level certifications; CCNP, CCIE, CCDP, CCSP, OR CCIP.
  - Oracle Certification: Oracle OCA, OCP, or OCM
  - Novell Certification: NCE, CLA, NCA, CLP.

Work-Related Knowledge:

- Knowledge of principles, practices and techniques of multi-level network systems management and general administration.
- Methods and techniques used to install, test, and operate multi-level network hardware and software.
- Capability and capacity of various software products/communication utilities.
- Principles of data communications and telecommunications when installing, testing, and maintaining network systems.
- Principles of TCP/IP and related protocols.
- Teleprocessing and telecommunications architecture.
- Micro/mini/mainframe computer operating systems.
- Relational database concepts, database design, and maintenance.
- Programming tools and equipment, software, and utilities.

Work-Related Knowledge Cont'd:

- Concepts, methods, techniques, and capabilities of data file management, databases, and database products.
- Concepts, methods, techniques, and capabilities of platform connectivity products.
- Concepts, methods, and techniques of project management pertaining to information technology.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: $100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values
Trust
Integrity
Open and Honest Communication