



DEPARTMENT: Information Technology (IT)
JOB TITLE: Jr. Network & Systems Administrator
REPORTS TO: Director of Information Technology

FLSA STATUS: Exempt
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Pay Grade: 5

OVERALL PURPOSE

Under the direct supervision of the IT Director, the Jr. Network & Systems Administrator will perform highly responsible, complex administrative and technical duties in the design, development, analysis, and operation of the Tribal Government's information systems. This position will work with a variety of systems at various Rincon Tribal Government locations. Duties will include but are not limited to daily response to technical network connection problems, system backup, web-based system maintenance, purchase, and installation of new system hardware. 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.

ESSENTIAL FUNCTIONS

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.

- 1. Responsible for all aspects of the Tribal Governments information systems, which include server support, build, and implementation, network support, infrastructure implementation, and administration of all IT Systems.**
- 2. Assist in the design and planning of network/server systems and architecture. Integrate the capability of multiple dissimilar servers at various Tribal locations to communicate as a common system on the network. 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.**
- 3. Install, configure, test, and implement servers and networks. Monitor systems and database(s) performance, analyzing performance statistics, and modifying systems and/or database operating parameters.**
- 4. Formulate and implement systems (including database) tuning strategies. Monitors disk space availability. Examine files on disks having insufficient space. Removes obsolete or other nonessential files, as necessary.**
- 5. Collect system workload and/or disk utilization statistics and projects future systems usage. Recommend systems hardware and software purchases to meet the Tribal Governments growth, security, and needs.**
- 6. Sets up multiple servers to communicate on assigned networks. Work on a full range of multi-level server platforms.**
- 7. Configure, install, and maintain directory structures, security, and applications software. May survey users to determine the common applications and variety of software as well as software needs.**
- 8. Develop and maintain up-to-date documentation for servers, networks, and procedures. Convey information to the Tribal Government community as appropriate regarding network and server interface protocols.**
- 9. Develop, maintain, and administer all Tribal Government server backups, which also include data replication, data recovery, and disaster recovery.**
- 10. Schedule system downtime with Tribal Government community to facilitate hardware and software upgrades, changeovers, and backups.**
- 11. Convert applications and data from one platform to another. Implement data conversions and transitions from old to new systems.**
- 12. Develop and maintain network interface of host computers (servers) with LAN/WAN.**



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ESSENTIAL FUNCTIONS CONT'D

13. **Manage and implement various email, web base hosting, and other internal/external systems and accounts, if applicable. Install software and configures systems to support services. Troubleshoot user access problems. Analyze user needs for future software purchase or upgrades.**
14. **Participate in troubleshooting to resolve network hardware and operations problems, including but not limited to connectivity, internet access, electronic mail, and file servers.**
15. **Analyze, modify, test, and debug existing database structures, systems, and programs. Analyze problems and make modifications to Tribal Government network systems and individual programs as required.**
16. **Install and make phone extension changes for all Tribal Government locations.**
17. **Conduct research and perform analysis; prepare and present reports regarding project feasibility, equipment utilization, project development, and the cost of applications.**
18. **Assist in the preparation and administer of the IT department budget; monitor approved expenditures with budget limits; make recommendations regarding, equipment, materials, and supplies.**
19. **Maintain the Tribal support ticketing system, prioritize and dispatch support calls and issue reports to the IT Director on a monthly basis.**

OTHER DUTIES

1. Demonstrates an awareness and appreciation of the cultural diversity of the community.
2. Maintain a clean and safe working environment.
3. Adhere to safety standards and regulations of the Tribal Council.
4. Handle all confidential and proprietary information in accordance with policies and procedures.
5. Attends required meetings and trainings.
6. Perform other related duties as required.

SUPERVISION ADMINISTERED

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

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

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 degree from an accredited college or university with major course work in computer science, information systems or a closely related field.
- Five (5) years of progressively responsible experience in computer system operation, designing, developing, analyzing, maintaining, and implementing multi-level platforms systems in LAN/WAN environments, as well implementing complex database management system highly preferred.

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.
- Combination of any two certifications listed:
 - Microsoft Certifications: MCSE (Current OS), MCSA, MCAD, MCSA, 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.
- Must be able to obtain a California Gaming License



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WORK-RELATED KNOWLEDGE

- Knowledge of principals, 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.
- 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.

PROBLEM-SOLVING SKILLS

- Identify problems, inform others, and provide information to assist with solving the problem.
- Identify problems, investigate the root-cause, and make recommendations for solutions.
- Offer highest level of innovation and problem-solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.

VERBAL & WRITTEN COMMUNICATION SKILLS

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Complete and maintain documentation/records

MATH SKILLS

- Basic mathematical skills, such as the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

- Internet/E-mail
- Word Processing Software
- Spreadsheet Software
- Database/Contact Management Software

OTHER CHARACTERISTICS

- Ability to read, analyze, interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Follow established confidentiality policy, safety standards, and applicable regulations.
- Knowledge of customer service best practices
- Leadership skills
- Organizational skills



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MENTAL DEMANDS

- Concentration/Attentiveness
- High Level of Decision Making
- High Level of Record Keeping
- High Pressure for Results
- Independent Judgment and Discretion
- Manage Multiple Projects/Tasks
- Respond to Angry/Upset Individuals
- Read and comprehend instructions/work orders

PHYSICAL DEMANDS

- **FREQUENTLY INCURRED** (25 – 75% time on job)
Talk, hear, stand, walk, sit, use hands and fingers
- **OCCASIONALLY INCURRED** (up to 25% time on job)
Lift and/or move up to 50 pounds, operate a motor vehicle.

WORKING CONDITIONS

Work is *typically* performed in an office setting.

PERSONAL PROTECTIVE EQUIPMENT

This position *typically* does not require the use of personal protective equipment.

TOOLS AND EQUIPMENT

- Use various office equipment, i.e., copier, fax, shredder, printer, computers, information systems, etc.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Rincon Band of Luiseño Indians.

Employee Signature

Date

Printed Name

Job Title

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.