THE COQUILLE INDIAN TRIBE

CLOSES JUNE 22, 2018 AT 5:00 PM
Complete application packet should comprise of:
- ➢ **Cover Letter**
- ➢ **Coquille Tribe Employment Application**
- ➢ **Resume**
- ➢ **Unofficial Copy of College Transcripts, if applicable**

Job Title: **INFORMATION TECHNOLOGY (IT) NETWORK ADMINISTRATOR**
Department: IT Department
Reports to: IT Director
FLSA Status: Exempt –Full time
Salary Grade: $54,850 to $68,562 annually, DOE
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS
This position provides computer, hardware, software, database and network management for the Coquille Indian Tribe (CIT) facilities. Ensures the network (both wired and wireless) is operational, with limited downtime. Maintain a secure network, plan for and contain any network intrusion. Plan and budget for future expansion or upgrading of the network and data management, storage and backup redundancy. Responsible for the Network server infrastructure, domain communication and security. Controls mobile device management for the tribe. Responsible for supervising routine maintenance, inventory and security for all computer systems. Responsible for the management of telephone and building security systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Provides direct supervision to Information Technology Support Technician to include but not limited to; planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to staff and conducts disciplinary measures as necessary.
2. Act as the IT Director when the IT Director is absent.
3. Provide network administration for the Coquille Indian Tribe.
4. Provide coordination, implementation and management of all applications and operating system software packages, as well as hardware systems and peripherals.
5. Identifies, analyzes, and documents long range network requirements.
6. Maintain and provide administrative assistance for all computer and network security systems.
7. Develop and manage maintenance, cleaning and upgrade schedules for computer hardware and software.
8. Coordinate software and hardware deployment with training as needed.
9. Provide administrative assistance for all building access security systems.

10. Develop and manage backup, security and disaster recovery of all computer generated data including, but is not limited to a backup plan, anti-virus security, spam blocking, offsite storage and retention schedules.
11. Provide administrative and technical assistance for all telephone systems.
12. Design, program, install and maintain Tribal website and My Tribe in coordination of the tribal communications officer
13. As needed, implement network infrastructure upgrades for the backbone of fiber and cable networking, virtual network and VLAN tagging internal networks.
14. Implement and maintain network wide Active Directory Policy Upgrades on dependency software.
15. Provide IT support and manage the acquisition of mobile phone services (Mobile Device Management).
16. Design, program, install and maintain wireless network access for Tribal locations.
17. Install and manage all Tribal presentation and communication systems including the Tribal Council Chamber and Plank House.
18. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, arms and fingers to handle/operate tools and equipment. Employee is regularly required to walk, sit, climb, balance and crouch. Employee must be able to frequently lift up to 50 lbs.

WORK ENVIRONMENT
While performing the duties of this job, the employee regularly works in an office, running wires in the ceiling, walking to and within various office sites. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. In accordance with appropriate safety standards and protective measures, the employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES
Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to exercise excellent organization, time management, analytical and problem solving skills.
5. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
6. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
7. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
8. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.

9. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
10. Ability to perform system configurations to servers throughout the network.
11. Knowledge and ability to build interfaces between systems and interface engines.
12. Ability to work with Windows products, SQL server, Linux, all Microsoft Office software, including some Mac applications.
13. Excellent knowledge of Windows operating systems, web-based applications and web technologies, Microsoft Office suite, Hyper-V, cloud computing and Networking.
14. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
15. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

MINIMUM QUALIFICATIONS

1. Four year college degree in computer science desired with experience in a related area with a working knowledge of the required technologies necessary to perform the essential functions of the position OR an Associate's degree in computer science or related area plus three (3) years Network experience in a business environment using the required technologies necessary to perform the essential functions of the position.
2. At least two (2) years of experience in supervising staff and managing computer network systems required.
3. Experience with web site design, development and implementation strongly desired.
4. Strong skills in Virtual Network design, creation and management desired.
5. Experience with VoIP Phones and project management of modular electronic devices, such as Tablets, and Cell phones preferred.
6. Experience with Unix and Linux servers desired,
7. Experience in Active Directory Policy implementation and push installs desired.
8. Wireless Network experience in designing, programming and installing secure wireless devices, to include point to point wireless, desired.
9. Fiber Optic experience and certification desired.
10. Industry Certification desired.
11. Experience in working with Audio and Video systems for public meetings desired.
12. Proven track record for providing staff training in Windows and other software systems as required.
    Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.

Visit www.coquilletribe.org for an application
Contact HR at 541-756-0904
Submit completed applications to:
Human Resources Director
Coquille Indian Tribe Administration Offices
3050 Tremont St. North Bend, OR 97459