



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Network Administrator
SUPERVISOR: MIS Manager
LOCATION: LDF Tribal Center
POST DATE: August 31, 2015
CLOSING DATE: September 14, 2015

General Description: The primary responsibilities of this position are to help design router administration, including interface configuration and routing protocols. Establishes networks by evaluation network performance issues including availability, maintains network router performance by performing network monitoring and analysis. Secures network by developing network assess, monitoring, control, and evaluation; maintain documentation.

Qualifications: High Diploma or equivalent is required. Post-secondary coursework or training certification in computer technology or Associate's degree in computer related field preferred.

Salary: \$24.00-\$27.00/hr. Dependent upon qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Network Administrator

B. DEPARTMENT: Management Information Systems (MIS)

C. SUPERVISOR'S TITLE: MIS Manager

D. DESCRIPTION OF DUTIES: The primary responsibility is to assist with the overall computer operations of the Tribe. Specific responsibilities include, but are not limited to:

1. Maintains paperwork for purchase orders both completed and pending.
2. Maintains records for software licensing.
3. Rebuilds older computers for redistribution.
4. Designs, specifies, configures, installs and maintains hardware and software such as personal computers, systems software, software applications, local printers, and modems.
5. Install Cat 5 and telephone wiring when needed, this requires work on a ladder at heights up to 10' or higher.
6. Responds to employees requesting assistance and identifies, prioritize and resolve reported issues and problems.
7. Provides network logins and passwords to users.
8. Responds to the needs and questions of network users concerning their access to resources on the network and operation of various software programs.
9. Communicates with other departments to report and resolve software, hardware, and operations problems.
10. Consults with MIS Director and other department directors/management to develop system plans and solutions consistent with organizational objectives.
11. Researches and evaluates new technologies.
12. Installs and tests software upgrades.
13. Other related duties will also be assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with supervisor, co-workers and other satellite locations of the Tribe.
2. **External:** Heavy, frequent contact with customers, vendors and the general public.

F. SUPERVISORY RESPONSIBILITIES: Subordinate staff as directed by supervisor.

G. SUPERVISION RECEIVED: Performs job responsibilities while receiving direction and supervision from the MIS Manager.

H. EDUCATION: High School Diploma or equivalent is required. Post-secondary coursework or training certification in computer technology or Associate's degree in computer related field preferred.

I. EXPERIENCE:

1. Must have prior experience with configuring, troubleshooting computer hardware and software, including Microsoft Windows.
2. Must be able to manage and maintain confidential and sensitive information with diplomacy and tact.
3. Must have the ability to train and develop other qualified personnel in the functions and operations of Tribal informational technology.

J. SKILLS:

1. Must possess excellent interpersonal skills, organizational, multitasking skills.
2. Must have knowledge and experience in pulling telephone data cables, five color codes and terminating jacks.
3. Must possess ability to understand simple and complex machine wiring schematics.
4. Must have computer systems knowledge with a particular emphasis on data processing, word processing, training and Microsoft Access deployment.
5. Manage inventory control.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of the responsibilities will be within a business operation with exposure to differentials in temperature.
2. **Exposure to Hazards:** Due to the nature of the work, exposure to electrical systems will occur.
3. **Physical Requirements:** Standing, sitting, walking, bending able to lift 50 lbs. safely is required, and ability to work on a ladder at a height of 10'.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Network Administrator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

Tribal Administrator

Date

HR Director

Date