CHER-AE HEIGHTS INDIAN COMMUNITY

**OF THE TRINIDAD RANCHERIA**

# JOB DESCRIPTION

**TITLE:** IT Administrator I

**REPORTS TO:** Information Technology Director

## SALARY: Non-Exempt Full-Time Regular

## POSITION SUMMARY:

Assists in definition, design, and implementation of network systems. Implements system enhancements (software and hardware updates) to improve performance and reliability of enterprise networks under guidance of the network administrator. Backup administrator for local and wide area networks. Assists in network system planning, installation, monitoring, testing, and servicing (including cable installation). Trains other employees on system. May serve as network administrator when required by incumbent’s absence or unavailability.

PERFORMANCE EXPECTATIONS:

* Executes technical decision-making for local and wide area networks.
* Applies technical knowledge and management experience to achieve desired departmental results.
* Uses administrative and technical skills to solve a variety of highly technical problems as they arise.
* Responsible for individual work and related projects within assigned parameters.
* Responsible for network integrity when acting as network administrator.
* Operates within established methods, procedures, local policies and guidelines.
* Requires limited supervision.
* Capable of significant degree of self-teaching.

TASKS AND RESPONSIBILITIES:

* Assists in planning and implementing local area and wide area network topology and operating systems.
* Coordinates data communications networks, terminals, cable installation, network systems planning, monitoring, testing, and servicing.
* Assists in formulating recommendations for purchase or upgrade of data networks.
* Assists in the negotiation and placing of orders with common vendors.
* Resolves computer systems, network and database issues.
* Assists in maintaining backup system for data on the enterprise’s internal network.
* Other responsibilities and duties as required.
* Troubleshoots and corrects user problems and software problems.

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KNOWLEDGE AND SKILLS NECESSARY TO PERFORM RESPONSIBILITIES:

* Network and operating system knowledge.
* Strong organization and troubleshooting skills.
* Ability to multi-task and prioritize tasks independently.
* Strong technical and non-technical communication skills.

PREFERRED EDUCATION BACKGROUND:

AS in Computer Science or equivalent experience desired.

A+ certified or equivalent hardware experience desired.

Microsoft MCSA certified or equivalent Active Directory experience desired.

Cisco/Network+ certified or equivalent networking experience desired.

PREFERRED EXPERIENCE:

Casino player tracking software experience desired.

Hypervisor virtualization experience desired.

Network cabling experience desired.

Two years related network administration or relevant experience desired.

WORKING ENVIRONMENT AND CONDITIONS:

Must be able to pass pre-employment drug testing and continued random testing.

Must be able to work a minimum of 40 hours per week.

Regular exposure to a smoke-filled and noisy environment.

Must possess valid driver license.

Must be able to perform on-call duty as required.

Native American preference.

Signature: Date: