Vacancy Announcement

Title: **Network Administrator/Engineer**

Reports To: IT Manager

Location: Yreka, CA

Salary: Competitive salary and benefits, (DOE)

Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: Install, configure and troubleshoot voice/data networks and associated assemblies and coordinate wide area computers network activities. Manage and support all applications installed on servers and workstations.

Application Deadline: *March 12, 2018*   by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com

Position Description

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Reports to: IT Manager

Location: Yreka, CA

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Summary:

Install, configure and troubleshoot voice/data networks and associated assemblies and coordinate wide area computers network activities. Manage and support all applications installed on servers and workstations.

Responsibilities:

1. Monitor and manage network activities, keeping system information up-to-date in a network log and all components are operating correctly.
2. Create and maintain user accounts and appropriate access to resources.
3. Implement and support network resources.
4. Configuration Management: Plan the original configuration, expand it, and maintain the configuration information and documentation.
5. Monitor and track network activity to maintain and enhance the system's performance.
6. Oversee backup and security procedures.
7. Remain abreast of changes in network system software and hardware requirements, and make recommendations on software and hardware purchases.
8. Ensure all software is licensed, registered with the appropriate vendor of manufacturer and the licenses and warranties are on file.
9. Respond to the needs and questions of network users concerning their access to network resources.
10. Coordinate telecommunication infrastructure maintenance and testing.
11. Evaluate user needs and makes recommendations for appropriate telephone and voice functioning and training.

12. Write reports, business correspondence, and procedure manuals.
13. Efficiently present information and respond to questions from groups of managers, clients, customers, and the general public.
14. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
15. Provide courteous service to our guests and be cordial to all Team Members.
16. Communicate effectively both orally and in writing.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT
1. Work is subject to frequent and prolonged sitting, and lifting up to 60 pounds.
2. Work occasionally involves working in confined spaces.
3. This is a 24/7 operation that may require on-call or overtime.
4. The noise level in the work environment is usually moderate.
5. Specific vision abilities required by this position including close vision and ability to adjust and focus.
6. The work environment is characterized as an office setting, where computers and standard office equipment will be supplied and used as a part of the job.
7. Must be able to work in a non-smoke-free environment.
8. Ability to work all shifts, weekends, holidays & special events.

Requirements:
1. Must be at least 21 years of age
2. Bachelor's degree (BA) from an accredited four-year college or university OR a minimum of four years related experience, OR equivalent combination of education and experience.
3. Certifications in network administration and telecommunications strongly encouraged.
   - Certified Cisco Network Associate mandatory OR ability to obtain within 12 months of employment. Certified Cisco Network professional (preferred).
4. Must possess reasonable ability to communicate in English
5. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
6. Apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations.
7. Apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
8. Ability to define problems, collect data, establish facts, and draw valid conclusions.
9. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
10. Strong guest service skills.

11. Ability to independently analyze, trouble shoot and resolve problems
12. Excellent verbal and communication skills.
13. In-depth knowledge of personal computer hardware and software.
14. Strong understanding of enterprise level relational database systems.
15. Highly self-motivated and directed.
16. Keen attention to detail.
17. Proven analytical, evaluative, and problem-solving abilities.
18. Ability to effectively prioritize and execute tasks in a high-pressure environment.
19. Extensive experience working in a team-oriented, collaborative environment.
20. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
21. Willing to travel and participate in training as recommended or required.
22. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
23. Must adhere to confidentiality policy.
24. Must successfully pass a drug screening test and criminal background check.
25. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

_____ _____ _____

Team Member Name   Signature   Date

_____ _____ _____

Team Leader Name   Signature   Date

Council Approved: *(date)*

Original to HR
Copy to Team Member
Copy to Team Leader