
Karuk Community Health Clinic

64236 Second Avenue
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Happy Camp, CA 96039
Phone: (530) 493-5257
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Karuk Tribe**Administrative Office**

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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
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Phone: (530) 493-2201
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Vacancy Announcement

Title: Network Administrator

Reports To: Information Technology Director

Location: Happy Camp Administration Office

Salary: \$50,000 to \$80,000, depending on experience

Summary: The Network Administrator will perform all installation, troubleshooting, preventive maintenance and repair of all computers, servers, and technology systems on a daily basis. This position is responsible for maintaining all systems in the data center and is the primary point of contact for all network and server outages and failures. The Network Administrator is encouraged to find and recommend creative solutions for improving technology systems, and then implement those solutions.

Application Deadline: August 14, 2020
5:00PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us

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.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

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Location: Happy Camp Administration Office

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Responsibilities:

1. Shall be responsible for the upkeep and maintenance of all technology, including but not limited to computers, servers, printers, networking, phone systems and data center support systems in all tribal offices and programs.
2. Evaluate all network and server systems for cybersecurity risks, and implement solutions to mitigate those risks.
3. Manages maintenance and lease information when applicable to IT systems.
4. Manages hardware and software inventory including licenses.
5. Maintains all virtualization systems, including servers, hosts and guest computers.
6. Evaluates technology and makes recommendations to ensure compatibility and effectiveness.
7. Recommend changes and updates to written policies and procedures.
8. Prepares reports to keep management up to date.
9. Shall be responsible for computer backups on a daily basis including managing, controlling, and monitoring operations of computers and peripheral equipment that store digital information.
10. Maintain an up to date inventory of all IT equipment, including IP addresses and digital management system.
11. Shall perform troubleshooting as problems arise.
12. Shall be responsible for installing, maintaining, repairing, configuring and upgrading physical networking, server hardware, peripherals, computers and phone systems.

13. Shall be responsible for the maintenance of an Active Directory database including user and group management, network deployment of software, policy management, upgrades and repairs.
14. Shall be responsible for making recommendations and procuring new equipment and services at reasonable costs.
15. Shall work effectively with managers and staff and maintain cooperative relationships.
16. Shall be responsible for calling vendors and utility companies as repairs or updates are needed.
17. Shall provide support to health network.
18. Shall oversee maintenance of exchange e-mail server.
19. Shall be responsible for maintaining and repairing the web server.
20. Shall be responsible for data entry into trouble ticket system.
21. Shall design and maintain a comprehensive IT disaster recovery and business continuity plan.
22. Shall be available for local and out of the area travel as required. Shall attend all required meetings and functions as requested.
23. Shall be available for after-hours emergency repairs and scheduled maintenance.
24. Shall be polite and maintain a priority system for accepting other position related job duties as assigned.

Qualifications:

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and department directors.
4. Ability to understand and follow oral and written instructions.
5. Strong inter-personal and communication skills: is capable of explaining simple procedures in writing or verbally, good phone skills.
6. Good working knowledge of Operating Systems including Windows, Linux, VMware, and integrated OS's including Cisco IOS and Android OS.
7. Good troubleshooting skills to pinpoint software and hardware problems.
8. Ability to maintain diagnostic and network management systems.

9. Excellent documentation skills.
10. Practical problem-solving skills required.
11. Ability to install and deploy Windows based hardware and software.
12. Ability to train end users.
13. Hands-on experience in system installation, configuration and maintenance.
14. Working knowledge of Microsoft products including Office, Exchange, and Active Directory.
15. Working knowledge of networking and Internet systems.
16. Familiarity with video conferencing systems, both hardware and software.
17. Understanding of cybersecurity concepts and computer and network hygiene.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have at least one of these three options:
 - a. A degree in computer sciences or related field and two years' experience in a job in a computer sciences or related field
 - b. Industry certifications from Microsoft, CompTIA, or other similar agency and three years' experience in a job in a computer sciences or related field
 - c. Five years' experience in a job in a computer sciences or related field showing a progression in responsibilities.
3. Must have extensive knowledge of computers, systems management, including specific knowledge of virtualization, windows, telephony, and cabling.
4. Must have a solid understanding of networking and routing.
5. Must be self-motivated and able to work with minimal supervision.
6. Must possess valid driver's license, good driving record, and must be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe 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.

Council Approved: December 22, 2011

Revised: July 23, 2020

Chairman's Signature: _____

Employee's Signature: _____