Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Network Administrator
($40,000 to $60,000, depending on experience)

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.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Human Resources Office in Happy Camp no later than 5pm, Thursday, August 13, 2012.

Position Posted On: 7/31/2012 4:20 PM

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Position Description

Title: Network Administrator

Reports To: Information Technology Director

Location: Happy Camp Administration Office

Salary: $40,000 to $60,000, 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.

Classification: Full Time, Regular, Non Exempt

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. Manages maintenance and lease information when applicable to IT systems.

3. Manages hardware and software inventory including licenses.

4. Maintains all virtualization systems, including server, host and guest computers.

5. Evaluates technology and makes recommendations to ensure compatibility and effectiveness.

6. Recommend changes and updates to written policies and procedures.

7. Prepares reports to keep management up to date.

8. 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.

9. Maintain an up-to-date inventory of all IT equipment, including IP addresses and a digital management system.

10. Shall perform troubleshooting as problems arise.

11. Shall be responsible for installing, maintaining, repairing, configuring and upgrading physical and virtual networking, server hardware, peripherals, computers and phone systems.

12. 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.

13. Shall be responsible for making recommendations and procuring new equipment and services at reasonable costs.

14. Shall work effectively with managers and staff and maintain cooperative relationships.

15. Shall be responsible for calling vendors and phone companies as repairs or updates are needed.

16. Shall provide support to health network.

17. Shall oversee maintenance and operation of exchange e-mail server.

18. Shall be responsible for maintaining and repairing the web server.

19. Shall be responsible for data entry into trouble ticket system.

20. Shall be available for local and out of the area travel as required. Shall attend all required meetings and functions as requested.

21. Shall be available for after-hours emergency repairs and scheduled maintenance.

22. 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 the public.

4. Ability to understand and follow oral and written instructions.

5. Strong inter-personal and communication skills including explaining simple technical procedures in writing or verbally and good phone skills.

6. Good working knowledge of operating systems including Windows, Linux, FreeBSD, 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 and solid troubleshooting skills.

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.

Requirements:
1. Must have a high school diploma or equivalency. A degree in computer sciences or related field, appropriate industry certifications and work experience are highly preferred.

2. Must have extensive knowledge of computers, networks and systems management, including specific knowledge of virtualization, windows, routing, telephony, and cabling.

3. Must have a solid understanding of networking and distributed computing environment concepts.

4. Must be self-motivated and able to work with minimal supervision.

5. Must possess valid driver's license, good driving record, and must be insurable by the Tribe's insurance carrier.

6. Must adhere to confidentiality and HIPAA policies.

7. 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

Chairman's Signature: _____

Employee's Signature: _____