



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: IT Operation Engineer - IT Department - FT – Regular – Repost

Pay Grade: E6 Hiring Range: \$61,779.00 - \$81,928.00 – Commensurate with Verified Qualifications
Status: Exempt /Salary/ Bi-weekly Pay Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: This position administers and maintains all network and communication infrastructure equipment and software of the Little River Band of Ottawa Indians Tribal Government. In addition, administers and maintains all server-based application software of the Little River Band of Ottawa Indians Tribal Government. The IT Operation Engineer supervises the Information Technology Technicians.

Employment Qualifications: Minimum Necessary Qualifications -

A qualified candidate offers:

- A Bachelor's degree in Computer Science or similar computer course of study and 10 years of IT Department experience **or** Three (3) years of specific field experience in the technical support of computers and experience in window server administration; and
- Three (3) years specific field experience in design, implementation of TCP/IP based networks and hold CCNA certification; and
- 3 years of prior supervisory/managerial experience; preferably in an IT Department; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Duties and Responsibilities:

1. Completes IT requests from Tribal Government departments.
2. Performs data entry requests, documents requests and all other clerical support
3. Maintains the integrity of all network firewalls, routers, and switches.
4. Assures network functions meet end user needs of software access and usability.
5. Oversees the set-up and implementation of new devices that are to be added to the network.
6. Oversees network and administrative helpdesk responsibilities.
7. Oversees daily maintenance and updates for all network devices and ensures all backups for all information systems are complete as scheduled.
8. Provides organizational users with network application support.
9. Performs Windows Server Administration, maintenance, updates and upgrades.
10. Performs basic network and domain administration and maintenance.
11. Must be able to troubleshoot and test/evaluate network ports/switches.
12. Develop hardware specifications, requirements, and compiles the appropriate documentation.

13. Research new hardware and software to support organization requirements.
14. Explain and demonstrate solutions to IT department customers.
15. Coordinates information requirements with other departments.
16. Maintains confidentiality in all aspects of work and complies with all applicable Tribal, Federal, or State laws and procedures.
17. All other duties as assigned by the IT Director and/or Executive Lead.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational and project management skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work independently as well as cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

Supervise IT Technicians within the IT Program..

Physical Demands:

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Application Instructions:

Obtain an application form online (fillable) on the Tribe's website www.lrboi-nsn.gov under the "Employment" heading and a copy of the position description by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov . Attn: HR

To apply, please submit a completed application, degree transcripts (if applicable) any relevant training/certificates, cover letter, resume, copy of Tribal ID front/back (if applicable) and copy of driver's license front/back to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Reposted: 09-03-2024

Removal: Until Filled