



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **System Security Administrator - IT Department - FT – Regular**

**Pay Grade:** E5 **Hiring Range:** \$53,721 - \$69,604 – **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, communications, and software security as well as the physical access security system of the Little River Band of Ottawa Indians Tribal Government.

### **Employment Qualifications: Minimum Necessary Qualifications -**

- Bachelor's Degree in Network Security or related discipline or be actively enrolled in certified program for a bachelor's degree and have completed at least 80 credit hours toward the degree and must complete the bachelor's degree within 18 months of hire date: and
- 1 year of experience in Network Security or Network Administration or Network Technician; and
- A valid Operator's License with the ability to be insured under Tribe's policy.

### **Duties and Responsibilities:**

1. Maintains the security of all networked computers, systems, software, and devices.
2. Maintains the access security system of governmental buildings.
3. Assures the security of all network functions while meeting end user needs of software access and usability.
4. Assures the security of all servers and applications.
5. Provides security reports and daily maintenance of all security needs and requirements for network.
6. Represents the department, as requested, in meetings with Tribal Council, other Tribes, outside agencies, or in seminars and serves as an ambassador of goodwill at all times.
7. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
8. Deals with employees and other agencies in a professional and courteous manner.
9. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
10. Obtain and maintain HIPAA Security Certification.
11. All other duties as assigned by the Supervisor.

### **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:**

None.

**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](http://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](mailto:apply@lrboi-nsn.gov) . **Attn: HR**

**To apply, please submit** a completed LRBOI application, cover letter, resume, copy of Tribal ID front/back (if applicable) to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto: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: 01-07-2025

Removal: Until Filled