



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Systems Administrator (I.T. Full Time - Regular)

Summary: Administer and maintain all server operating systems and server based application software of the Little River Band of Ottawa Indians Tribal Government. Supervise Information Technology Technicians.

Employment Qualifications: A qualified candidate offers:

- Bachelor degree in Computer Science or similar computer degree and 6 years of I.T. experience; and
- 1 year experience in supervision; and
- A valid Operator's License with the ability to be insured under Tribe's policy.

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

Pay Grade: E4

Hiring Range: \$43,193-57,279

Status: Exempt/Salary/ Bi-Weekly Pay

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.

To apply, please submit completed application, cover letter, resume, and any/all licenses/certifications relevant to this position and a copy Of Valid Michigan Driver License; no later than 5 p.m. on October 23, 2019 to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov.

Incomplete submissions or applications submitted after deadline will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, 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 the complete job description or further information, please contact the LRBOI HR Department (231) 398-6859 or email: aliciaknapp@lrboi-nsn.gov .

Posted- 10/09/2019

Remove- 10/23/2019