



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 Position/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, degree transcripts, relevant certifications and resume 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 .

Applications submitted incomplete or 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 – 08/16/2018

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