



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: IT Specialist (Administrator) - IT Department - FT - Regular

Summary: This position provides information technology support services to Tribal Government employees in their use of Tribal Government computers. Installs, troubleshoots and services information technology equipment and software. As well as maintain, resolve, and troubleshoot Network Systems and hardware. Be able to assist Administrators with tasks.

Employment Qualifications: Minimum Necessary Qualifications-

- Associate degree in a Computer Science or related discipline or three (3) years specific field experience in the technical support of computers;
- Experience in windows server administration; and
- A valid Operator's License with the ability to be insured under Tribe's policy; 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 and successful completion of the ninety (90) day introductory period.

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

Pay Grade: NE10 **Hiring Range:** \$17.45 - \$21.84 – **Commensurate with Verified Qualifications**
Status: Non- Exempt / Hourly/ Bi-weekly Pay **Background Check:** Extensive

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.

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

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

Incomplete submissions will not be considered

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 04/14/2022 through 04/23/2022

General Posting Period – Subject to outcome of Tribal Member selection process.