

The SHOSHONE-BANNOCK TRIBES



FORT HALL INDIAN RESERVATION

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HUMAN RESOURCES DEPARTMENT

P.O. BOX 306

FORT HALL, IDAHO 83203

JOB ANNOUNCEMENT

TITLE: Networking Telecommunications Specialist

DEPARTMENT: Information Technology (I.T.)

SALARY: Grade I.T. G9/S 1-3 DOE \$38.17-\$40.39

OPENS: February 19, 2019

CLOSES: Until Filled

CAREER STATUS: Non-Exempt – Conditional upon successful probationary evaluation & budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, Educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

Shoshone – Bannock Tribes I.T. Department is currently seeking a Networking Telecommunications Specialist for a great opportunity in Fort Hall, ID.

The I.T. Networking Telecommunications Specialist is responsible for a broad range of systems, and the overall maintenance, design, installation, configuration, repair and recovery of the network infrastructure of the Shoshone-Bannock Tribes. This person has a large responsibility in ensuring the existing network infrastructure runs smoothly and efficiently.

SUPERVISION

Position is supervised and evaluated by the I.T. Director.

DUTIES AND RESPONSIBILITIES:

The essential duties/functions of this position will include but will not be limited to the following:

- Design, build, deploy, recover, and maintain computer network software solutions.
 - Software (i.e., Microsoft Exchange 2016, MS SQL 2016, Windows (7 & 10) Professional, MS Office 2016 Professional, Symantec Anti-Virus , SPLUNK, Adobe, and all other software as needed.

- Design, build, deploy, and maintain computer network hardware solutions.
 - Hardware (i.e., VMware, switches, routers, servers, email, spam filters, security appliances, firewalls, workstations, VOIP, WIFI, etc.).
- Research, identify, and recommend software patches, software and hardware upgrades, and software and hardware reconfigurations.
- Configure, install, and maintain the Tribal Active Directory, Group Policies, Administrative Templates, folder/file locations, folder/file structures, folder/file permissions, folder/file restrictions.
- Perform and document the network's daily monitoring to insure the integrity and availability of all information assets, network hardware, servers, and network resources. This will include the system logs, application logs, and scheduled jobs such as backups.
- Maintain effective server backup, restore, and recovery processes.
- Perform general network maintenance (i.e., installation, repair, troubleshooting, trouble detection, trouble resolution, work order resolution, both hardware and software, etc.).
- Create and maintain complete network documentation including schematics, user accounts and permissions, network configuration files, and reports.
- Establish and enforce proper network and system standards, protocols, procedural controls, and documentation.
- Act as a mentor to I.T. staff technicians in areas of responsibility and expertise.
- Assist the Cyber Security Analyst in monitoring network security and performance.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Duties and responsibilities will include other activities and areas as needed. **Evaluation and performance standards include but not limited to the following:**

- Overall record of dependability, accountability, and attendance.
- Efficient application of information technology networking practices and procedures.
- Is pro-active and a self-starter who completes tasks in a timely manner.
- Ability to work independently with little or no supervision.
- Participates in continuous quality improvement, professional development, course work, and training opportunities to enhance service delivery and career development.
- Demonstration of excellent customer service skills and follow up.
- Communicate clearly and concisely, both orally and in writing.
- Establishes professional working relationships with all job contacts.
- Compliance with Tribal Management Systems policies and procedures.
- Compliance with I.T. Department internal policies and procedures.

- Must have excellent organizational skills with multiple assignments.
- Ability to manage and meet project timelines in a fast-paced work environment.

QUALIFICATIONS

Bachelor's Degree in Computer Information Systems or equivalent from an accredited four-year college or university.

The Shoshone-Bannock Tribes I.T. Department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education. Career advancement is possible when education, certifications and/or licensures are acquired and result in significant service delivery improvements and significant expansion of position responsibilities.

Required work experience as specified below:

Three to five years minimum experience in a lead Computer Information Systems role, where the majority of duties included the maintenance, design, installation, configuration, repair, recovery, and oversight of an enterprise level network infrastructure.

Must have successful computer networking experience and be able to give an overview of information technology in a domain network environment. This will include both hardware and software requirements (i.e., computer programs install/repair, maintenance (hardware/software), upgrading techniques, overall network component knowledge, network/server/workstation troubleshooting and repair, etc.).

Knowledge and the ability to acquire a technical understanding of numerous types of equipment and hardware that makes up the Tribal network and technical environment: Firewalls, Security Appliances, routers, converters (Fiber/Ethernet), switches, access points, servers, workstations, laptops, printers, scanners, copiers, surveillance devices, UPS, Fire Alarms, Building Alarms, generators, A/C, VOIP phones, and network topologies-structures (i.e., MAN, WAN, LAN, WIFI, Ethernet, Fiber, etc.).

Knowledge of software including but not limited to: Operating Systems (Network, Server, and Desktop), Email (Server and Desktop), Database (Server and Desktop), Applications (Server and Desktop), Administration Software (Firewall, Network, Server, and Desktop), Administration Control Panels (Firewall, Network, Server, and Desktop), Administration Dashboards (Firewall, Network, Server, and Desktop), and Administration Management of Directories and Services (i.e., Active Directory, VPN (Client and Site to Site), DLP, SIEM, Intrusion Protection, Spam Filters, Anti-Virus, Malware, Backup, Folder Access and Restriction, Network Access and Restriction, and Directory Service Control and Restriction, etc.).

Due to the physical demands of this job, the applicant must be physically capable of lifting at least 25 lbs. and able to bend, lift, climb ladders, run wires in the ceilings and other locations; lifting and

moving networking telecommunication hardware and equipment; and walking to various locations to perform work.

Must have work related experience in set up of computers and related equipment (digital camera, scanners, printers, phones, etc.). Experience in installing and maintaining software programs, and have Microsoft Office Professional expertise.

Works and communicates well with I.T. staff, clients, and customers to satisfy their expectations. Committed to quality services, shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and situations. Conducts self in positive professional manner and works as a team member, displays high level of effort and commitment toward work performance.

Must maintain high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and is required as a condition of employment, to conduct oneself appropriately on and off the job, projects a professional attitude and appearance, and possesses public relation skills while representing the I.T. Department in a manner that brings credit to the Tribal Government.

Must possess a valid driver's license and be insurable through the tribal insurance throughout employment.

Permanent employment status will be contingent upon the results of Criminal Background check.

Employment history must prove credibility, dependability, and exceptional organizational capabilities.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

IMPORTANT APPLICATION CRITERIA

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Human Resource Department, P.O. Box 306, Fort Hall, ID 83203, to be considered for any position within the organization. Applications are accepted until **5:00 P.M.** on the closing date.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.