

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
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## JOB ANNOUNCEMENT

**TITLE:** Business Systems Administrator  
**DEPARTMENT:** Information Technology Services  
**SALARY:** (\$34.96 – \$40.17) IT 7-8/ Step 1-3  
**OPENS:** May 13, 2024  
**CLOSES:** UNTIL FILLED  
**CAREER STATUS:** EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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

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### GENERAL PURPOSE:

This position will primarily be the Systems Administrator for the Information Technology Services Department and will support and manage Tribal Government Business systems. The Information Technology Services department provides support in the design, development, implementation, management, documentation, maintenance, and automation of processes utilizing the existing Tribal Government Business systems. This position is pivotal in assuring the confidentiality, integrity, and availability of tribal data.

### SUPERVISOR:

This position is supervised and evaluated by the IT Director. This position may have supervisory duties when delegated by the IT Director.

### DUTIES AND RESPONSIBILITIES:

In the Systems Administrator role, this position will coordinate duties with the other administrative staff and act as their primary backup. The administrator working with little supervision will support the existing business software components to automate processes, digitize and organize business-critical information, and automate approval workflows. This position will also oversee the application administration and backups of the following Tribal systems: Laserfiche document management system, Springbrook financial system, Microsoft 365 Suite, and the Timeclock Plus electronic timekeeping software. Duties include setting up user accounts/roles; system configuration, maintenance, backups, and modifications to software application configurations to accommodate the Finance/HR business processes.

**Business Systems Administrator**

**Approved 5/7/24 DA3296**

**Other duties include:**

Creating reports to assist with planning, budgeting, and maintaining hardware and software systems.

Working with external vendors and contractors to resolve technical issues.

Work as part of a team to coordinate with the various tribal departments to identify and implement changes to processes to increase efficiency and productivity.

Creating and maintaining support documentation of internal procedures and system configurations.

Propose novel technological solutions to inefficient or outdated business processes or procedures.

Assist IT Network Team with other system/server and network duties as needed or assigned.

Occasionally work outside of normal business hours to assist with the implementation of new systems or data migration or maintenance.

Research funding sources and develop cost proposals for automating or upgrading business processes or systems.

Collaborate with tribal governmental departments to identify and resolve their internal process needs.

Assist the IT Director with other department functions to meet the goals of the department.

Other duties as assigned.

**QUALIFICATIONS:****Minimum Education, Experience, and Qualifications (IT 7):**

- Bachelor's Degree in a related field with related experience.
- Working knowledge and experience with Laserfiche Electronic Document Management Systems or similar systems.
- Must possess a valid driver's license and be insurable through the tribal insurance carrier throughout employment.
- Permanent employment status will be contingent upon the results of a drug screen and criminal background check.
- Demonstration of excellent customer service skills and the necessary follow-up.
- Communicate clearly and concisely, both orally and in writing.
- Excellent organizational skills with experience working with enterprise business systems are required.

**Preferred Education, Experience, and Qualifications (IT 8 – Negotiable):**

- Bachelor's Degree in a related computer science field with two (2) years of IT job related experience.
- Expert proficiency in utilizing the Laserfiche Document Management System.

- Working knowledge of conventional information Security standards.
- Demonstrates exemplary knowledge of IT processes and security best practices.
- Demonstrates knowledge and understanding of business practices and procedures.
- Demonstrates they can work independently with little or no supervision.
- Experience working with databases.
- Demonstrated commitment to continuous quality improvement and ensures up-to-date technology.
- Demonstrated ability to manage and meet project timelines in a fast-paced work environment.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes' Personnel Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

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

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

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