

# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT

**OPENS:** MARCH 22, 2017

**CLOSES:** MAY 2, 2017

**JOB TITLE:** SYSTEM ADMINISTRATOR

**DEPARTMENT:** INFORMATION TECHNOLOGIES

**REPORTS TO:** INFORMATION TECHNOLOGIES  
DIRECTOR

**HOURS:** 40 HRS/WK – FULL TIME

**SALARY:** BASED ON SALARY MATRIX + BENEFITS

---

---

### POSITION SUMMARY:

Coordinate and maintain the PTOI computer network servers. Must remain ahead-of-the-field in server technology and be proficient in various office productivity software suites, electronic mail, electronic scheduling, desktop publishing, backups, and financial/budgetary programs. Updates program communication and/or computer software.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supports network servers by being responsible for technical support for hardware and software issues. Evaluates and installs software including systems management software, general office software such as MS Office and database software. Troubleshoots hardware and software problems. Provide application solutions across the network.
2. Maintains detailed documentation of work done and solutions provided.
3. Provides on-site training of “information” technology needs, specific to each department/entity of the Tribe. Creates one-on-one tutoring/mentorship programs for staff needing specific training in word processing or spreadsheet creation and applications as needed.
4. Oversees and manages the problem identification and resolution operation of the department. Develops, proposes and implements solutions for system failures, expansion and replacement.
5. Determines user access level for each segment of one or more data items such as insert, replace, retrieve or delete data. Confers with department director to determine data security by discussing issues such as employee data access and risk of data loss or disclosure.
6. Reviews employee violations of computer security procedures recorded by computer and reports violations to user department managers or talks with employee to ensure that the violation is not repeated.
7. Manages user database security. Assists in the development of distributed interaction data over the World Wide Web. Plans and implements data replication for in-house to external databases.

8. Prevents data loss through planned backups, replication and managing transaction logs.
9. Develops and writes computer security department policies and procedures.
10. Works in partnership with various departments/entities of the Tribe to evaluate communication systems in terms of their applicability to such corporate objectives as improving customer service, assuring systems reliability, sharing critical resources, responding to changing business conditions and reducing communication costs.
11. Assists in the preparation of the budget for the Technologies cost center. Tracks expenditures and takes appropriate steps to maintain costs with budget.
12. Remains current on technological advances in the communication industry and attends meetings, seminars and training sessions as needed.
13. Performs other duties as assigned.

### **OTHER RESPONSIBILITIES**

1. Performs activities that may involve the lifting, moving and installation of equipment.
2. Performs cleaning activities that may require the use of cleaning equipment such as a vacuum cleaner, broom or mop. This cleaning is usually required where there is computer network equipment, limited access to the equipment by regular cleaning personnel, and a need to keep the impact of dust on the equipment to a minimum.
3. Assists in any related computer technology as required. Some of the activities may include community projects or involve technical assistance at other sites.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university in a related field; or four years demonstrated related experience and/or training; or equivalent combination of education and experience.

#### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory

agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Licenses or Certificates**

Microsoft Certified Systems Engineer preferred.

Valid state driver's license required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent employee contacts during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*