



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Systems Administrator

DEPARTMENT: Information Technology

POSITION SUMMARY:

Under the general direction of the Director of Information Technology (IT), The Systems Administrator is responsible for managing, maintaining, and repairing servers, desktops, and software. This includes system upgrades, system documentation, daily administration, and problem resolution, as well as assisting staff and users in problem resolution as needed, relating to hardware, software, and communications issues. This position requires excellent independent judgment and discretionary decision-making skills.

Supervised by: Information Technology Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide client support and technical issue resolution. Troubleshoot hardware and software issues related to computer workstations, laptops, printers, servers.
- Systems Administration and support, including security patching, new system deployment, email and account administration.
- Administer VMware/Hyper-V hosts and guests operating systems including provisioning, monitoring, and P2V or V2V migrations.
- Create and maintain server & network infrastructure documentation.
- Monitor, maintain, upgrade and configure (Mitel/ShoreTel) VoIP Phone System and devices.
- Install, maintain, upgrade and troubleshoot AD, Exchange, SQL, VPN, IIS, DNS, Group Policy, WSUS, WDS, SharePoint, and Skype.
- Perform regular backup operations and implement appropriate processes for disaster recovery and failover. Ensure network backup integrity and recovery coordination along with disaster preparedness planning.
- Maintain and configure enterprise NAS, DAS and SAN storage systems. *HP Nimble experience a plus.*
- Act as a technical resource in assisting users

- Monitor, maintain, upgrade and configure Fortimail, FortiAPs, FortiAnalyzer, FortiVPN, FortiAuthenticator etc.
- Assist with the planning, design, research and acquisition of new or upgraded hardware and software systems
- Coaching and/or mentoring junior IT staff members.
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes.
- OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS

- 5+ years' experience working in system/network administration.
- Microsoft MCSA in Windows Server required.
- MCSE certification preferred.
- High school diploma or GED required.
- Associates degree in computer science or a related field preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of PowerShell and CLI.
- Working knowledge of HIPAA, CJIS, PCI and NIST standards and policies.
- Working knowledge of Network Switches, Routers, Firewalls, VLAN, WIFI, etc.
- Advanced knowledge of Virtualization technologies (VMware, Hyper-V)
- Advanced understanding of Active Directory, DNS, DHCP, SSH, HTTP, TCP/IP and other common network protocols
- Strong analytical skills
- Experience with security best practices and industry standards.
- Backing up and restoring of various OS/applications and data ensuring data integrity and business continuity.
- Demonstrated excellent written/oral communication skills, technical documentation skills, user liaison skills, and personal interaction abilities.
- Demonstrated ability to work with minimal supervision, both independently and as part of a team.

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 40 hours per week. This is a full-time position. Monday - Thursday (4x10)
- Must be able to pass a drug screening.
- Must be able to pass a WA state and federal background check.
- Must have a valid WA Driver license.
- Participate in on call duties as assigned.
- Work may require bending, climbing, lifting, and carrying equipment up to 40 pounds, and extended periods of sitting, standing, or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Systems Administrator is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves

regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____ Date: _____

Supervisor: _____ Date: _____