



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** System Administrator  
Information Technology (IT)

**OPEN:** October 30, 2018

**EXEMPT:** Yes

**SALARY:** (9) \$25.09-\$28.10

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSE:** November 12, 2018

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** IT

**SUPERVISOR:** Technical Operations Manager

**VACANCIES:** 1

**JOB SUMMARY:** The System Administrator is responsible for installation, configuration, provisioning, operation, and maintenance of Lummi Indian Business Council's systems hardware and software. This individual performs technical research to ensure that system hardware, operating systems and software systems advance to meet future needs. They participate on projects with other staff and vendors to assess, design and implement systems related technologies. This individual is accountable for servers that support a multitude of infrastructure types including security, mail, print, file, database and application systems. The System Administrator schedules, performs and monitors file and system backups, restores and recovery. They are responsible for virtual machine hosts and guest management tasks in both production and development environments. The System Administrator will be required to perform and assist other staff in diagnosing and solving system related interruptions or performance problems.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Establish server specifications by working with users, analyzing workflow and assessing security requirements
2. Plan, install, configure, and test server hardware, operating systems and software applications
3. Define, propose and enforce server operation policies and procedures
4. Maintain system operation, up-time, and stability through analysis and performance tuning
5. Troubleshoot server hardware, operating systems and software applications
6. Work with staff and vendors to resolve server, operating system and software application issues
7. Develop secure server access, monitoring and control
8. Manage back-up schedules and storage
9. Maintain and test disaster recovery policies and procedures
10. Identify complex system problems, review logs and support documentation, implement solutions
11. Produce and maintain systems design and operation documentation
12. Provide technical reference and support materials for staff and vendors
13. Work with staff, vendors developers and manufactures to perform system upgrades.
14. Evaluate, install, and test new hardware, operating systems and software applications
15. Provision and maintain server vitalization and storage environments
16. Administer enterprise end-point protection servers and policies

17. Maintain hardware, operating system and software application subscription updates and renewals
18. Submit quotes to supervisor for budget or expenditure purposes
19. Update job knowledge by participating in educational opportunities, reading professional publications and participating in professional organizations
20. Protects organization's servers and data compliant with HIPAA and CJIS standard policies
21. Explore opportunities incorporate new technologies into existing server environment.
22. Prepare quarterly and annual project reports for department management

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- AA or AAS in a computer or science field
- 8 years of experience in an information technology system administration
- **OR;** Eight (8) years' progressive advancement within an information technology department such as;
  - Two (2) years' experience as Helpdesk or Administrative Assistant in an information technology department or equivalent position AND;
  - Two (2) years' experience as Computer Support Technician I or equivalent position AND;
  - Two (2) years' experience as Computer Support Technician II or equivalent position AND;
  - Two (2) years' experience as Computer Support Technician III or equivalent position
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Acquire and maintain LIBC security clearance enabling the ability to be dispatched and exposed to any LIBC department, entity, data, facility or conversation that deals with judicial administration, law enforcement, education, finance, et cetera.
- Knowledge of the following areas:
  - Current Microsoft Windows Server and terminal operating systems
  - Current Microsoft Server applications (Exchange, SQL, IIS)
  - Current Microsoft Server services (ADDS,ADCS, DNS, DHCP)
  - Current virtualization and storage technologies (Hyper-V, Citrix, EqualLogic)
  - Current Microsoft Office applications
- Possess consistent positive and professional attitude
- Possess strong customer service skills to meet or exceed customer service requirements
- Ability to function as a team player and manage technology related projects and personnel
- Must possess excellent attention to detail
- Ability to communicate with business and technical team members via written and verbal skills
- Ability to lift up to 50 pounds
- Proven skills communicating to multiple levels of an organization, including internal and vendor
- Self-driven and resourceful to achieve goals independently as well as work well in groups
- Flexibility to adjust to changing requirements, schedule and priorities

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

- This position has direct access to security sensitive data, facilities and possible contact with Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check
- Must have no convictions of moral turpitude or felony and not have been convicted during the past year of a misdemeanor.
- No criminal behavior, on or off duty.
- Must maintain strict confidentiality at all times.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.