



## **NETWORK ADMINISTRATOR**

Office of Information Technology

Reports To: Network Manager

Salary/Hourly Range: 46

FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

**VALID DRIVER'S LICENSE REQUIRED**

PD Revised: 03/27/2016

### **INTRODUCTION**

The work consists of duties involving different and unrelated processes and methods. Decisions on actions to take are based upon the analysis of the issues involved in each assignment and the best alternative is selected from many options. The position is responsible for monitoring and assisting with security of the network server hardware, operating systems and communication links for the Hopi Tribal government and remote Tribal programs.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and should not be viewed as all-inclusive or restrictive).

1. Monitors system environment, access, security, functionality, and utilization; resolves traffic, security and access programs; assures optimum performance and system integrity; detects and corrects software errors; maintains system stability, data integrity and maximum uptime.
2. Assist with system backups and performs problem resolution for the local and wide area networks.
3. Monitors error messages, checks network for operating efficiency, makes corrective adjustment to data management settings, and assures system integrity.
4. Monitors network server software upgrades, files sharing; monitors application functionality and tunes it for optimum performance; detects and corrects software errors; prepares and updates technical documentation.
5. Monitors network security, virus updates & e-mail systems; Installs and maintain local and remote access; creates user accounts, resource and distribution lists.
6. Consults with users to identify concerns and implements changes to improve content and service; identifies current and potential network problems and provides recommendation for technical corrections and strategies to prevent disruption to the system.
7. Responds to service requests; provides technical support to users; reviews utilization trends, identifies functional inconsistencies and resolves operational issues.
8. Maintains inventory of equipment; tracks and monitors registrations and licenses.
9. Performs other duties as assigned or authorized to achieve the scope of the work, Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with employees within/outside the immediate work area, Tribal management, vendors, contractors and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate services and establish a network of resources.

### **PHYSICAL EFFORT AND ENVIRONMENTAL FACTORS**

The work requires some physical exertion such as long periods of standing, walking, stooping, bending, stretching, reaching and lifting/carrying objectives in excess of 25lbs. The work involves moderate risks requiring special safety precautions, i.e., working around electricity and electrical equipment. The incumbent will be required to adhere to safety precautions, wear protective clothing and gear. The work may require the incumbent work in the evening, weekends and holidays when necessary to accomplish objectives. Travel on and off the reservation is necessary.

## MINIMUM QUALIFICATIONS

### 1. Required Education, Training and Experience

Education: Bachelor's degree in Computer Information Technology or related field;

AND

Training: A+ Certification or Microsoft Specialist level training, most current Microsoft Operating System. Electronic Mail Administrator training; Cisco Systems CNNA level, SQL and or equivalent database software training;

AND

Experience: Four (4) years professional experience in developing and operating the Microsoft network environment including server and single user applications; use and connectivity of computer peripherals such as display units, printers, scanners; installation of software to support business operations such as Microsoft Office Suite, database software, drivers.

OR

Any equivalent combination of Education, Training and Experience determines to be acceptable by the Office of Human Resources.

### 2. Required Knowledge, Skills and Abilities

Knowledge:

- Knowledge of management information systems principles and practices, backup system, communication system and software management;
- Knowledge of computer applications, concepts and techniques;
- Knowledge of PC hardware and software technology including network administration (Internet access and electronic mail);
- Knowledge of PBX systems, administration, associated computer networks and telephone;
- Working knowledge of office equipment and troubleshooting.

Skills:

- Good verbal and written communication skills to prepare correspondence, reports and conduct public presentations;
- Skill in analyzing, diagnosing and resolving computer networking systems;
- Skill in Mathematical and language skills;
- Skill in prioritizing and scheduling work.

Abilities:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public;
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to establish and maintain professional working relationships with others.

## NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
3. Must be able to pass mandatory and random drug & alcohol screening.
4. Must not have any felony convictions.
5. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.