



Siletz Tribal Business Corporation

Job Description

Job Title: Information Systems Representative
Salary/Wage: \$24.74/hr - \$31.04/hr
Location: Lincoln City, Oregon
Job Posting Number: 201821

Introduction:

As an employee of the Siletz Tribal Business Corporation (STBC), the Information Systems Representative (ISR) will strive to achieve the mission of enforcing and complying with all relevant laws, Tribal/State Compact, regulations, ordinance, charter, internal controls, policies and procedures in order to maintain the honesty, integrity, fairness, and security of the Siletz Tribal Business Corporation Information Technology (IT) and Information Services (IS) Operation(s). In addition, the ISR plan, implement, controls, evaluates and improves all aspects of STBC and its enterprises' IT/IS, including computer systems, networks, operating systems, and telecommunications.

Requirements:

Bachelor's degree in computer sciences or related field, and three years' experience in systems development and working on software and hardware related to servers, workstations PCs, mobile devices, VOIP based phone system in a network environment -OR- an equivalent combination and post high school education. Specialized experience relates directly to the position being filled.

Knowledge, Skills and Abilities:

Knowledge in configuring and administering current Microsoft Windows Server Operating systems and Microsoft Office 365 Cloud platform with Azure and SharePoint services. Manage and maintain Microsoft SQL Server software and databases. Maintain and configure hardware firewalls for STBC and its enterprises. Maintain local and cloud-based backup solutions for STBC and its enterprises including business continuity stress testing and Emergency Preparedness Planning. Knowledge of and experience configuring routers and switches. Understanding of TCP/IP networking to include Local Area Networks (LAN) and Wide Area Networks (WAN). Knowledge required to support business telephones system and mobile devices. Knowledge of printer, fax, scan, copier and specialty peripheral maintenance. Knowledge of computer software concepts such as data representation, data structures, file systems, operating systems, computer languages, software development methodologies, and network protocols. Perform internal IS/IT security audits. Ability to evaluate and organize work processes and problems for computer solution, ability to analyze, select, and/or develop software and hardware. Microsoft Certified System Engineer (MCSE) and/or Microsoft Certified System Administrator (MCSA) preferred.

Duties:

Maintain network infrastructure, servers and workstations to include preventative maintenance, troubleshooting and new hardware/software implementation. Maintain STBC and enterprise electronic records management system. Maintain STBC and enterprise domain hosting and website changes. Evaluate, Plan and Submit Annual Information Technology budget for STBC and its enterprises. Maintain, support and troubleshoot STBC and enterprise Database infrastructure to ensure information is accurate and safeguarded. Develop, test, and modify software applications for STBC and enterprise programs and departments. Select or design specific kinds of computers, servers and related peripheral devices. Assist

with STBC or enterprise projects, user support, and computer/printer maintenance. Provide technical assistance and coordinate computer related training activities for STBC and enterprise staff and system users. Research and analyze current technologies, and present to management future organizational projects and strategic applications of management information systems. Develop and Maintain STBC and enterprise Information Systems policies and procedures. Develop strategic applications of management information systems for the STBC and its enterprises. Manage STBC and enterprise invoicing to other entities against services provided on, per memorandum of understanding (MOU). Provide IS Support for STBC and its enterprises as directed by the CEO. Maintain, support and troubleshoot building access control system for Lincoln Shores Office Suites and other properties as applicable. Maintain STBC and enterprise Information Technology inventory. Other duties as assigned.

All new employees will be evaluated after completing their first six months of employment. After that period, all Employees will be evaluated on an annual basis.

HOW TO APPLY:

All applicants must submit a STBC "Application for Employment Form".

Applications must be received by the closing date of this announcement to receive consideration.

TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED.

SEND APPLICATIONS TO:

Confederated Tribes of Siletz Indians

Attn: Human Resources Department

P.O. Box 549

Siletz, OR 97380

Fax number 541-444-8375 or 1-800-922-1399 ext. 1375

Human Resources 1-800-922-1399 ext. 1274

Website www.ctsi.nsn.us

Conditions of Employment:

All employees are considered "at-will" employees, meaning STBC or the employee may terminate the employment relationship at any time with or without cause or notice.

The selectee will be required to submit to a urinalysis to screen for illegal drug use before employment.

May need to provide DMV Driver Record and proof on Automobile insurance.

The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, and non-membership in an employee organization.