



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Network Coordinator  
**EMPLOYER:** Eastern Shoshone Tribe Information Technology  
**SALARY:** DOE  
**OPENING DATE:** October 8, 2020    **CLOSING DATE:** October 21, 2020

### **POSITION SUMMARY:**

Responsible for analyzing, installing, configuring, maintaining and repairing of network infrastructure and application components. Performs a wide variety of evaluation, maintenance and installation tasks to ensure the computer and network performance meets company and user satisfaction. Provides information regarding computer and network configurations and installations.

### **QUALIFICATIONS:**

Minimum Qualifications:

- At least 2 years of Desktop Support experience in a business/governmental environment required.
- Solid network cabling and termination experience required. **Low-Voltage Electrician Certification a plus**
- Understanding of Microsoft Server 2008 and 2012 OSES
- Experience with multiple desktop operating systems to include Windows 7, 8, and 10
- Hardware analysis abilities including use of diagnostic software and diagnostic tools/equipment
- Maintain network security through proper configuration of anti-virus software and file and share permissions
- Ability to communicate in an understandable, polite and friendly manner, both written and verbal
- Strong organizational skills and ability to multi-task in a small business environment
- Must hold a valid driver's license with no restrictions and possess reliable transportation
- The ability to bend, squat, crawl or climb 75-95% of the time and lift up to 75 pounds
- Availability in response to needs of the customer for installation, maintenance and equipment malfunctions
- Good Technical, analytical and interpersonal skills required

### Preferred Qualifications:

- MCP in Desktop OSES highly desired
- G-Suite and SQL experience a plus
- Mac OS experience a plus
- Additional certifications determined by management to be useful
- Knowledge of VoIP implementation and support

### **DUTIES AND RESPONSIBILITIES**

- Maintain a thorough understanding of the basics behind networks and their workings (DNS, Security, Routing, HTTP/S, VPN, TCP/IP, etc.)
- Help maintain complex switching environments
- Configure existing wireless networking that supports open or secured access and the ability to support voice and video applications. Must have the ability to understand and setup new wireless network for future expansion.
- Have a thorough understanding of Local Area Networking
- Assist in the maintenance of multi-server environments including IP address schemes, DNS, Active Directory, etc.
- Configuring and installing client and server network software for upgrading and maintaining network and telecommunication systems
- Maintaining multi-site network operations and software applications, operating systems and regular maintenance with both private and public facilities
- Carry out assigned projects and program components to deliver services in accordance with established objectives
- Responding to inquiries from staff, administrators, service providers, site personnel and outside vendors and etc. to provide technical assistance and support
- Aid in administering systems and servers related network to ensure availability of services to authorized users
- Troubleshooting malfunctions of network hardware and software applications, telephones, and security systems to resolve operational issues and restore services
- Any other duties as assigned by management

### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to

dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.

- **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.