



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Program Network Administrator  
**DEPARTMENT:** 477 Program  
**SUPERVISION:** 477 Director  
**SALARY:** Depended on Experience and Education  
**OPENING DATE:** September 14, 2020      **CLOSING DATE:** OPEN UNTIL FILLED

### **POSITION SUMMARY:**

The 477 Program Network Administrator will oversee the day to day operations of the IT operations and infrastructure of the 477 Program and its sub-programs.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for maintaining and administering the 477 Program's network including all servers, desktops, laptops, firewall, switches, Wi-Fi access points, cell phones, e-mail, software licensing, TAS database, computer and network security, and any data encryption.
- Administers all Windows servers (including Hyper-V servers), Active Directory Objects, and Group Policies.
- Administers a Cisco ASA 5512 Firewall, all Switches, Wi-Fi Access Points, Phone Server, Patch Panels, and all Network Cabling.
- Develop and enforce computer security policies. Policies may be implemented electronically.
- Administers the Program's email accounts and any anti-malware devices and/or software.
- Administers the Program's cloud backup solution.
- Administers the Program's multiple internet connections and program-issued cell phones.
- Evaluates network share user permissions, network device access permissions, and assigns new ones or changes existing ones on an as-needed basis.
- Tracks and administers all Program software licensing through Microsoft VLSC and CDW-G programs.
- Schedules and completes all system upgrades and updates.
- Ensures all systems are running efficiently and securely.
- Provides education to staff regarding new technologies used by the Program.
- Keeps up-to-date with the latest computer network technologies and attends related IT/Program-related education sessions as required.
- Maintains client privacy and data integrity.
- Performs other duties as assigned to maintain and enhance the operation of the program.

## **QUALIFICATIONS:**

- Must have High School Diploma or GED.
- Associate's degree in Computer Systems Management, MCSE in Server Infrastructure or MCSA certifications, and Cisco CCNA (or higher) certifications are preferred but not required
- Or four (4) years of experience in administering Windows networks including solid working knowledge of malware, data encryption, various security tools, Active Directory, Group Policy, Windows operating systems (Windows 7 to Windows Server 2012), SQL Databases, Cisco networking infrastructure (including ASA firewalls) are also REQUIRED.
- Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
- Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.

## **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 [menos@easternshoshone.org](mailto:menos@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.
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