



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

NOTICE OF EMPLOYMENT

POSITION: Program Network Specialist
DEPARTMENT: 477 Program
SUPERVISION: 477 Director
SALARY: Depended on Experience and Education
OPENING DATE: June 20, 2025 **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 SonicWALL TZ270 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.
- Administer 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 10 to Windows Server 2012), SQL Databases, Cisco networking infrastructure 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.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE:

- Responsiveness to staff requests, questions, and issues. Solutions provided must be effective and efficient.

- Effectiveness and efficiency of backup solutions, as well as network and server uptime, especially during production hours.
- Attendance.
- Staff/Customer interaction will be evaluated regularly.
- Ability to keep up with new technology and gaining new or updating current IT-related certifications will also be evaluated.

QUALIFICATIONS:

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 and can be sent via email to lmorgan@easternshoshone.org 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.