PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-61

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: **Network Administrator**
OPENING DATE: **August 5, 2022**
CLOSING DATE: **Open until Filled**
DEPARTMENT: **Governor's Office / IT - GIS Program**
SALARY RANGE: **E-16; $54,877 - $82,315**

Position Summary:
Under general supervision of the IT/GIS Manager, ensures the overall integrity of the Pueblo's network including network design, deployment, connectivity, and security. Provides technical and administrative management of servers, networks, and users to support the working availability of IT infrastructure and to identify and implement corrective and preventative changes. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:
- Provides network administration including backup, security, user account management, systems management, server management and application management for the Pueblo of Laguna network.
- Exhibits critical thinking skills, self-starter capabilities, and adaptivity to a dynamic environment.
- Designs, installs, maintains, and configures network hubs, routers, switches, firewalls, wireless microwave radio bridges and LAN access points.
- Designs, installs, maintains, and configures internal and external network-to-network communications, monitors network connections for security, abuse, and documents findings.
- Maintains, configures, and ensures the reliable operation of computer systems, network servers, and virtual servers.
- Troubleshoots hardware and software errors; runs diagnostics, documents problems and resolutions, prioritizes problems, and assesses impact of issues.
- Provides documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.
- Recommends changes to improve systems and network configurations; determines hardware and/or software requirements.
- Coordinates purchases, upgrades, and repairs with vendors.
- Performs regular backup operations and implements appropriate processes for data protection, disaster recovery, and failover procedures.
- Updates and maintains a Disaster Recovery Plan for the Pueblo's network.
- Leads desktop and helpdesk support efforts; ensures desktop applications, workstations, and related equipment problems are resolved in a timely manner for limited disruptions.
- Develops and maintains network capacity planning tools, storage planning, and internal /external usage versus capacity.
- Plans, coordinates, and implements network security.
- Maintains and tracks license renewals for all network equipment.
- Develops and maintains user access policies and procedures for the LAN and internet; maintains user MIS documentation according to established policies, procedures, and protocols.
- Assists in preparing the program's annual budget in accordance with policies, regulations, and directives.
- Directs the activities of other team members on an as-needed basis.
- Maintains professional and technical knowledge by attending relevant training and workshops; and by researching industry trends and technology.
- Contributes to a team effort toward accomplishing tasks and achieving results.

Minimum Qualifications:
Bachelor's Degree in Computer Science, Information Technology, Systems Administration, or in a directly related field, required. Five (5) years of work experience in database, network, or system administration including scripting and automation tools, required. Windows Operating System Certifications (MCSA, MCSE, etc.) preferred.

Background Investigation Requirements:
The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Network Administrator is designated as a High-Risk Public Trust (*HRPT*) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:
- Knowledge of Local Area Network (LAN) and Wide Area (WAN) hardware and software.
- Knowledge of layer 2 and 3 network principles.
- Knowledge of and skill in use of Apple systems and Microsoft software.
- Knowledge of systems and networking software, hardware, and networking protocols.
- Knowledge of and skill in use Point to Point and Point to Multi-Point radio links.
- Knowledge of Virtual Desktop Infrastructure and application virtualization.
- Knowledge of and skill in use of scripting and automation tools.
- Knowledge of network and routing protocols.
- Knowledge of Windows Server and Active Directory.
- Knowledge of current/up-to-date versions of Windows Server and Windows.
- Knowledge of active directory, VLAN, and experience configuring managed switches and wireless access points.
- Knowledge and experience with networking and security hardware/software/equipment.
- Knowledge of website maintenance and social media applications.
- Knowledge of and skill in development of IT policies and procedures
- Ability to understand and translate technical terminology and reports into a clear and logical format.
- Ability to establish priorities, and to coordinate and organize work activities.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate effectively, both verbally and in writing.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to establish and maintain professional working relationships; to be tactful in controversial situations.
- Ability to work independently and meet strict timelines.
- Skill and ability to adapt in a dynamic/changing work environment.
- Skill in the use of Windows servers, desktop products, telecommunications hardware, and other applications.
- Critical thinking skills in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in presenting and explaining technical information to immediate audience.

- Skill in reviewing and interpreting complex technical documents, manual, journals, and instructions.
- Skill in system troubleshooting and problem-solving.

Application Instructions:
- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
    1. E-mail to polemployment@pol-nsn.gov;
    2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
    3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
    4. Fax to (505) 552-9675
- For more information, contact Kathleen Smith, at (505) 552-1222 or by e-mail at the above address.

<p style="text-align:center; color:red;">LAGUNA TRIBAL MEMBER PREFERENCE APPLIES</p>