

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be Filled: Network Administrator

Department: Information Technology

Required Qualifications/Essential Duties:

- A.A., A.S. or Bachelor's Degree (B.A) from an accredited four year college or university preferred in computer science, information systems or equivalent in MIS/IT professional certifications with technical education and hands-on work experience with 2 years relevant MIS/IT experience in related fields Degree **Preferred**;
- Minimum four years of hands-on experience with network design, operational support, hands-on implementation and configuration of switches, routers, firewall, IDS, IPS, VPN, S.I.M. and baling in different LAN/WAN environments;
- Valid California Driver License – **Required**;
- Must be insurable through company's carrier and maintain throughout employment – **Required**;
- Valid and current CCNA certification (Cisco certified network associated) – **Preferred**;
- Valid and current CCNP certification (Cisco certified network professional) – **Preferred**;
- CompTia certification- must possess (1) certification (Network + or Security +) – **Preferred**;
- Microsoft Certified System Administrator (MCSA) or Microsoft Certified Technology Specialist (MCTS) – **Preferred**;
- Cisco Certified Internetwork Expert (CCIE Routing and Switching) – **Preferred**;
- Deploy corporate-wide encryption; Deploy a next generation solution; Deploy a next generation IPS/IDS; Deploy a next generation Firewall;
- Must be available for 24x7 on call status including holidays; Centralize alerting and forensic logging with SEIM;
- Roll out corporate security policies; Deliver corporate security awareness and training; Run frequent information security self-assessments;
- Perform regulatory compliance self-assessments; Drive to and from sites; Value, protect, track and manage all corporate assets;
- Test business continuity and disaster recovery planning; Monitor network security internal/external, WLAN, WWAN; Implement network security best practices;
- Insures adherence to traffic latency tolerances, responsible for overall layer 2 & 3 network design that improve routing and bandwidth efficiency; Manage and monitor perimeter and backend security using Anti-Virus, IDS, IPS and other proactive security monitor tools; Configures and maintain Cisco Call Manager, Unity and VoIP Telephone Infrastructure;
- Reviews and enforce network security policies that applied throughout infrastructure;
- Drive to trainings and/or other Santa Rosa Rancheria Tachi-Yokut Tribe entities.

Reports To: Director

Starting Rate of Pay: \$95,160.00 – D.O.E. (Exempt)

Approximate Hours: 40+ hrs per wk

Updated: April 21, 2021

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.