

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](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Information Technology

**Position to be filled:** System Administrator

**Required Qualifications/Essential Duties:**

- A minimum of 4 years of hands-on experience with maintaining, administering, troubleshooting Microsoft Windows servers 2003-2008, network design, operational support, hands-on implementation and configuration of servers, workstations, routers, hubs, switched and cabling in different LAN/WAN environments.
- A.A./A.S. degree or B.A. degree from accredited four year college or university preferred in computer science, information systems or equivalent in MIS/IT professional certifications and extensive technical work experiences with Microsoft servers operation.
- Must be insurable through Tribe's insurance carrier and maintain throughout employment-**Required**;
- Microsoft Certified Solution Associate 2008 (MCSA) or has obtained MCSA certification in MS 640, 642 and 646 exams or willing to obtain MCSA certification within one year from date of hire- **Required**;
- Must be able to obtain and maintain a current Tribal Gaming License- **Required**.
- Designing, implementing, configuring and managing a Windows Server infrastructure or desktops and devices;
- Must be available 24x7 on call status including holidays;
- Consults with I.T Director and reviews project proposals to determine goals, funding, procedures for accomplishing projects and risks;
- Develops standards, best practice policy and procedures for systems performance evaluates;
- Hands-on project management for I.T projects (i.e. design, new systems implementation and large-scale enhancement.)
- Establish standards and procedures for projects, budgets, schedules, risk assessments, project documentation;
- Liaison to internal and external team members and departments to facilitate entire project completion.
- Performs routine preventative maintenance or upgrades on Domain Controllers, Servers, LAN, WAN and WLAN devices;
- Schedule, prioritizes service ticket control to authorized personnel to any or all computers systems and programs applications deemed necessary to fulfill their responsibilities;
- Must be able to maintain accurate documentation, daily journal and monthly report related to system and network performance.
- Drive to trainings and/or other Santa Rosa Rancheria Tachi-Yokut Tribe entities.

**Reports To:** Director  
**Starting Rate of Pay:** 90,480.00 (Exempt)  
**Approximate Hours:** 40+ hours per week  
**Date Posted:** April 21, 2021  
**Deadline:** Open Until Filled

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Department Director                      Date

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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.