



# PYRAMID LAKE PAIUTE TRIBE

[Plpt.nsn.us](http://Plpt.nsn.us)

## JOB ANNOUNCEMENT

### **INFORMATION TECHNOLOGY TECHNICIAN II**

IT Office, Nixon, NV  
Supervisor: Greg Gardner, IT Director  
\$42,744.00 - \$47,132.80; Full-time, Exempt;

**Date Posted: 05/09/2024.**  
**Open Until Filled**  
Class Code 347, Grade 15 Step 1-3 DOE

**DEFINITION:** Performs the duties necessary for the design and operation of the Tribe's information network under direct supervision of the Technology Services Director.

#### **DUTIES AND RESPONSIBILITIES:**

- Analyze hardware and software requirements and make recommendations to supervisor on new acquisitions.
- Setup and manage user accounts and security access; install and maintain email services, webserver and other information-sharing technologies as directed.
- Schedule, verify, and maintain data backups for the network servers as needed.
- Implement and maintain new software programs and create various reports as needed.
- Provide technical assistance to computer users for various types of computer equipment and peripheral devices including printers, fax, wireless routers, terminals, and Tribal computers.
- Assist in the repair and upgrade of all computer hardware and software; maintain the network systems to ensure proper operation and report all findings to supervisor.
- Assist in the implementation of VOIP (voice over internet protocol) troubleshooting and maintenance.
- Assist in the implementation and maintenance of ancillary equipment provided by the Tribal Departments, including, but not limited to cellphones, tablets, wireless radio equipment, etc.
- Assist in the implementation of network components, document network performance and system design changes.
- Assist in the implementation of an information exchange system for the Tribal network; maintain the network and update as needed.
- Perform network build out functions, including wiring data cables, switch and transceiver installations.
- Assist Tribal departments and programs in data collection procedures and compilations for the information exchange system.
- Assist in the completion of administrative functions and assigned tasks including, but not limited to, reports, time keeping and documentation.
- Assist in the installation and maintenance of subscriber network cabling and networking equipment in customer home and business locations.
- Assist in working with the customers on network troubleshooting.
- Perform related duties as required.

**MINIMUM QUALIFICATIONS:**

- Working knowledge of communication hardware and software applications in a multi-location environment.
- Knowledge of computer system file structure.
- Working knowledge of various operating systems, including NT and Unix; web servers, including MS IIS and Apache; user accounts and network setup for Windows NT and 2000 computers.
- Working knowledge of Windows Professional 7 and up, Android OS and IOS.
- Ability to install, operate, maintain and monitor computer hardware and software on a Local Area Network (LAN); run backups; diagnose and repair network and computer problems.
- Ability to install, operate, maintain, and monitor computer hardware and software; run backups, diagnose and repair network connection, and phone/tablet problems.
- Ability to communicate tactfully and effectively in both written and verbal form.
- Ability to maintain effective working relationships with Tribal departments and programs, community members, other agencies and the public.
- Must possess a valid driver's license and be insurable under the Tribe's insurance coverage.
- Must complete a background investigation and be of suitable character per position risk designation.

**REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent. An associates degree from an accredited college or university in computer science, management information system, or a closely related field. Three (3) years' experience in network and system administration.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*