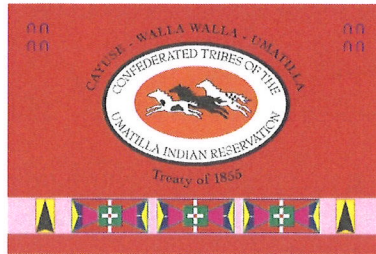


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Network Technician I

SALARY: Pay Range: 8
\$54,749.00 - \$65,573.52/annual DOE/DOQ

DEPARTMENT: Office of Information Technology / Information Technology Services Program

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Exempt
Requires extensive background check with annual review

SUPERVISED BY: Security Administrator/Senior Network Administrator

OPENING DATE: October 25, 2024

CLOSING DATE: November 28, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Network Technician's role is to ensure the stable operation of the in-house computer network. This includes installing, configuring, maintaining, supporting and optimizing network hardware, software and

communication links. The person will analyze and resolve end user hardware and software computer problems in a timely and accurate fashion and provide end user training where required.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Ensure network connectivity of all workstations.
2. Performing troubleshooting to system failures and identify bottlenecks to ensure long term efficiency of network
3. Testing and configuring software and maintain and repair hardware and peripheral devices
4. Assist with installation, configuration, maintenance and troubleshooting of end user workstation hardware, software and peripheral devices.
5. Interact and negotiate with vendors, outsourcers and contractors to secure network products and services.
6. Conduct research on network products, services, protocols and standards in support of network procurement and development efforts.
7. Partner with other technicians to ensure that security software is properly installed on employee computers
8. Assist the Network Administrators with security solutions, including firewall and intrusion detection systems.
9. Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
10. Monitor and test network performance and provide network performance statistics and reports.
11. Assist the Network Administrators with managing the current community wireless network and employee wireless networks.
12. Assist with network improvements, upgrades and repairs as determined by the Network Administrators.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Position will have access to sensitive areas of the organization and the employee will be required to sign confidentiality statements as well as pass a police/FBI background check in order to work with their systems. They will also be required to pass a CTUIR Gaming Commission background check for access to the Gaming commission information.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Formal Education in computer technology or 3+ years of computer and software support in a government or business environment.
2. CompTIA, Cisco, Microsoft or equivalent certification in relevant programs desired. If not currently certified, must obtain Cisco, Juniper or Network + certification within the first 180 day of hire at his/her own expense.
3. Extensive experience with different operating systems including Windows and Linux.
4. A solid understanding of LAN/WAN networking
5. Active Directory/LDAP user and group administration
6. Active Directory Group Policy design and configuration
7. Ability to troubleshoot network issues including back bone infrastructure issues

8. Must be organized and have the ability to manage projects of varying length
9. Positive, self-motivated individual who can complete tasks independently
10. Experience with Help Desk software
11. Understanding Remote Desktop clients; Connectwise, RDP, VNC, TeamViewer, etc.

PHYSICAL DEMANDS:

1. Must be able to work outside of normal business hours should the need or an emergency require.
2. Lifting and transporting heavy objects up to 50 lbs., such as switches and peripherals.
3. Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools and to handle other computer components.
4. Occasional inspection of cables in floors and ceilings.
5. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Copy of Official Certificates outlined in the required minimum qualifications section.
5. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
6. High School Diploma/GED or copy of official college transcripts (if applicable).
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801

Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist



Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

Handwritten text, possibly a signature or name, located in the upper left quadrant.

Handwritten text, possibly a signature or name, located in the upper right quadrant.