



POSITION DESCRIPTION

Position Title	Network Administrator
Department	Information Systems
Reports To	Information Systems Manager

Job Grade	H	Schedule: full time
Effective Date	August 2018	Benefitted

Position Summary

Ensures the security and operations of the in-house computer networks. Emphasis is placed on security but will also include planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware and communication links. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Duties:

Analyzes and resolves end user hardware and software computer problems in a timely manner.

Provides end user training when necessary.

Interfaces with other departments, vendors, or consultant to resolve problems.

Ensures conformance with Information Systems Department and Yellowhawk objectives

Designs, configures, secures, and supports LANS, WANS, VLANS, Internet and Intranet systems.

Installs and maintains network hardware and software including switches, firewalls, firmware updates and patches.

Monitors networks to ensure reliability, security, and availability to networked users.

Evaluates and modifies networked system's for optimum performance

Determines overall network and system requirements.

Administers servers as assigned by supervisor.

Shares knowledge of network as requested and train co-workers as necessary.

Performs network security audits to adhere to government/HIPAA regulations.

Assists with development of network administration policies and procedures, end user acceptable use policies, and disaster recover procedures/policies.

Maintains logs of all upgrades, updates, maintenance, modifications and changes to network equipment and network infrastructure.

Assist with installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.

Conducts research on network products, services, protocols, and standards in support of network procurement and development efforts.

Other Duties:

Other duties as assigned.

Knowledge, Skills and Abilities:

Must possess excellent customer service skills.

Requires ability to troubleshoot, analyze problems and recommend appropriate solutions involving network systems hardware and software.

Requires excellent communication skills, including written and oral with the ability to write policies and procedures.

Typical Physical Demands:

Most work is performed in a normal office environment. Some field work is required. May require sitting for long periods of time. Occasional bending, stretching or lifting. Must be able to move or lift fifty (50) pounds. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and vision. Occasional exposure to communicable diseases and other conditions in a clinic environment.

Typical Working Conditions:

Work is performed in an office setting.

Other Aspects of the Position:

Requires occasional weekend and/or evening work. Normal hours are from 7:30 to 4:00, M-F.

May require travel for training and meetings.

Requires all duties to be performed with CTUIR cultural sensitivity.

Minimum Qualifications:

Associates degree in Computer Science or related field

Cisco Certified Entry Network Technician certification (CCENT), and/or a Cisco Certified Network Associate (CCNA) certification (preferred) (Must have one)

Minimum of at least three years of experience with supporting and troubleshooting networks, networked PC's, peripherals, and software.

Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check and a pre-employment drug and alcohol screening.

Preferred Qualifications:

Bachelor’s degree in computer science or related field

3-5 years experience with Cisco routing and switching

3-5 years experience with Cisco ASA and security technologies

5-10 years in technology, healthcare experience preferred

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees’ fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date