

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 12/2/2024 . Position Closes 12/13/2024 .

Position Title: Network Technician

Department: IT

Immediate Supervisor: Deputy Director

Position Supervised: None

General Statement of Responsibility: Under the direction of the Deputy Director, the Network Technician is responsible for maintaining tribal information systems and support the Nation's IT department to include the Nation, Tobacco Company and the Gaming Commission.

Specific Areas of Responsibility:

- Duties will include but are not limited to day-to-day end user support for information systems setup, operation, connectivity and problem resolution. Installing and maintain computer hardware including peripheral devices.
- Working with vendors to provide support for local area networks (LAN), wide area networks (WAN), cloud networks, servers, and other data communications networks.
- Assisting with help desk support for all end users supported by the Nation's IT department.
- Work with business partners for software and hardware upgrades, new installations, network maintenance and monitoring.
- Assist with operation and maintenance of server and web-based record management systems.
- Working knowledge of network low voltage cabling both fiber and category 5 - 6.
- Provide assistance with IP based phone systems support including adds, moves, changes and problem resolution for all Tribal entities supported by the IT department.
- Maintaining door access and security cameras systems.
- This role involves clear communication and customer service for all departments, skill improvement through self-study and training opportunities.
- Work with vendor to Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.
- Fixing problems in LAN infrastructure, identifying the causes of networking problems
- Working with vendor for new user setup including network login and access, email access and software installation and configuration.
- Document network support activities and inventory.
- Other duties will be at management discretion.

Qualifications and Requirements:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Two (2) years experience in IT field is required.
- High school diploma or GED required. Associates in related field preferred.
- Microsoft Certified Professional, A+ or Network+ Certification.
- Must possess a valid driver's license and be eligible to obtain a Gaming License through Seneca-Cayuga gaming commission.
- Telecommunications - Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Working knowledge of Microsoft Windows Workstation and Server Environments,
- Understanding of TCP/IP, LAN/WAN networks, Routers and VPN, PC and Network troubleshooting skills.
- Ability to maintain high level of confidentiality.
- Ability to plan, organize, prioritize and execute.

- Ability to project a strong positive image of the Nation through interaction with all organizations conducting business with the Nation is required.
- Ability in problem-solving, proficiency in organizing and managing complex functions and workflow is required.
- Establish and maintain effective working relationships with varied backgrounds on a professional level without prejudice.
- Management may waive educational requirements in lieu of verifiable experience.

SPECIAL REQUIREMENTS:

- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time.

PHYSICAL REQUIREMENTS:

The employee must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

Normal office conditions. The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The noise level in the work environment is usually quiet.

Tribal/Indian preference will be observed in the filling of this position.