Yurok Tribe
Job Description

POSITION SUMMARY:
Under the supervision of the Systems Administrator (IS Manager), maintains, troubleshoots, and upgrades computer hardware, software, personal computer networks, peripheral equipment and electronic mailing and filing systems. Assesses user training needs and trains users in effective use of applications. Makes recommendation regarding hardware and software acquisitions; prepares documentation and provides user assistance to staff. Acts as a technical leader and informational resource for IS Department staff.

DUTIES AND RESPONSIBILITIES:
1. Installs, configures, and upgrades operating systems and software, using standard business and administrative packages; may modify specific applications for use in operational departments.
2. Installs, assembles, and configures computers, monitors, network infrastructure and peripherals such as printers, scanners, and related hardware; pulls cables and rewires or directs the requiring of cables as required for new installations and office reconfiguration.
3. Troubleshoots problems with computer systems, include troubleshooting hardware and software, e-mail, network, and peripheral equipment.
4. Acts as a technical resource in assisting users to resolve problems with equipment and data; staffs a centralized help desk to facilitate exchange of information and advice; implements solutions or notifies outsource providers as required.
5. Makes hardware and software acquisition recommendations including helping users assess needs and providing justification for equipment and services.
6. Assists in instructing staff in the use of standard business and administrative software, including word processing, spreadsheets, and database management; provides instruction or written documentation where required.
7. Assist with the planning, design, research, and acquisition of new or upgraded hardware and software systems; maintains current knowledge of hardware, software and network technology and recommends modifications as necessary; and,
8. Work that involves the technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical management of web sites.
9. May represent the Yurok Tribe or the Information services Department at meetings or conferences.
10. Help to ensure the confidentiality, integrity, and availability of systems, networks, and data.
11. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:
May lead and direct the work of other Information Services Staff.
Yurok Tribe Job Description

MINIMUM QUALIFICATIONS:
1. Must have excellent computer skills that include:
   a. Installing, configuring, and upgrading operating systems and software, using primarily standard financial, business, and administrative application practices.
   b. Installing, configuring, assembling, and repairing computers, monitors, network infrastructure and peripherals such as printers and related hardware.
   c. Troubleshooting and solving hardware and software problems.
   d. Instructing users on new or upgraded computer applications and hardware.
2. Using initiative and independent judgment within established guidelines and procedures.
3. Ability to organize your own work, setting priorities and meeting critical time deadlines.
4. Ability to communicate effectively with co-workers, superiors, the general public, representative of public and private organizations and others sufficient to exchange or convey information.
5. The ability to explain technical concepts and procedures to non-technical users.
6. Must have knowledge of computer hardware, software, and peripherals such as central processing units, servers, monitors, cables, network systems, printers, plotters, and modems.
7. Knowledge of procedures for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware, and peripherals.
8. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
9. Valid State issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.

EDUCATION/EXPERIENCE:
1. Grade 7: Three years of general computer installation, maintenance, and repair experience. Excellent communication and customer service skills and two years of college-level coursework in computer science, information technology or a related field.
2. Grade 8: Requires four years of college-level coursework in computer science, information technology or a related field and a minimum of one year of general computer installation, maintenance, and repair experience.
3. Grade 9: Requires bachelor’s degree in computer science, information technology or a related field and a minimum of two years of general computer installation, maintenance, and repair experience.
4. Candidates with equivalent combinations of education, training and experience will be considered.

CONDITIONS OF EMPLOYMENT:
1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
PHYSICAL DEMANDS:
While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:
1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

_________________________________________________  __________________________
Employee Signature                                      Date                             Employee #

_________________________________________________  __________________________
Supervisor Signature                                    Date