

## LOWER BRULE SIOUX TRIBE JOB ANNOUNCEMENT

**JOB TITLE:** I.T. System Administrator

**JOB CLASS:** Depending on Experience (DOE)

### **JOB SUMMARY:**

The System Administrator's role is to maintain, upgrade and manage all associated software, hardware, and networks. The person will also diagnose and resolve any problems that may arise, by using various software, to ensure that the technology infrastructure runs smoothly and efficiently. The person will work closely with the I.T. Director to update systems, address security breaches, and help troubleshoot issues.

### **ILLUSTRATIVE DUTIES & RESPONSIBILITIES:**

- Install and configure software and hardware.
- Manage network servers and technology tools.
- Set up accounts and workstations.
- Monitor performance and maintain systems according to requirements.
- Troubleshoot issues and outages.
- Ensure security through access controls, backups, and firewalls.
- Upgrade systems with new releases and models.
- Develop expertise to train staff in new technologies.

### **QUALIFICATIONS & REQUIREMENTS:**

- BS/Ba in Information Technology, Computer Science, or a related discipline; professional certification (e.g., Microsoft Certified Systems Administrator (MCSA)) is a plus.
- Experience with databases, networks (LAN, WAN) and patch management.
- Ability to create scripts in Python, Perl, or other languages.
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent Communication skills
- Must pass a background check prior to being hired.
- Must pass a drug test prior to being hired.

**To Apply:** Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

**THIS POSITION IS ONLY A ONE (1) YEAR-FUNDED POSITION AND WILL POSSIBLY BE FUNDED FURTHER DEPENDING ON AVAILABLE FUNDS.**

**Submit Tribal Application to:**

Lower Brule Sioux Tribe  
Personnel Department  
187 Oyate Circle  
Lower Brule, SD 57548

**Opening Date: 05/29/2024**

**Closing Date: 06/12/2024**