

**LOWER BRULE SIOUX TRIBE  
JOB ANNOUNCEMENT**

**JOB TITLE: System Administrator**

**JOB CLASS: 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 IT 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 on 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 language
- 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 to:**

Human Resources Dept.  
Lower Brule Sioux Tribe  
187 Oyate Circle  
Lower Brule SD 57548

**Opening Date: 7/08/22**

**Closing Date: Until filled**