

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Systems Administrator
POSITION NUMBER: 02252 (MIS Gaming) 02348 (MIS Programs)
DEPARTMENT: MIS
LOCATION: Varies
DIVISION: Internal Services
RESPONSIBLE TO: Varies
SALARY: E6 \$52,855/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: June 4, 2019
CLOSING DATE: Until Filled
Transfer Deadline: June 11, 2019
Proposed Start Date: **As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

The successful applicant for this position will perform installation, administration, upgrades and maintenance of a wide range of network systems including directory services, virtualization, network operating system, databases, storage and compute platforms. The position requires experience in the areas of project management, performance monitoring, troubleshooting, capacity planning and problem resolution. The incumbent is expected to work as a member of the Network Services team to provide reliable network services to the customers of the MIS Department while assisting the development of junior staff. The ideal candidate will possess a background in delivering network services and support in a customer focused environment. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform System Administrator functions including but not limited to mid-level network systems installation, configuration, maintenance, monitoring, troubleshooting, performance tuning, capacity planning and problem resolution of key systems, e.g., network operating systems, enterprise virtualization, databases, physical servers, storage and compute platforms, as well as other supporting technologies.
2. Assist the Network Services teams and MIS management in the development of annual budgets, capacity planning and establishing performance goals that align with organizational business goals.
3. Provide project management for mid level projects such as system upgrades, existing system expansion and issue resolution projects.
4. Perform additions, moves and deletes in directory services; to include groups, policies, database security, DNS, DHCP, certificates, and federated services.
5. Generate and maintain system documentation for areas of responsibility.
6. Responsible for backup and restore operations for systems in their area of responsibility, including database backups, server backups and organization wide backup systems.
7. Provide mentoring and aid in training of System Technicians and other areas of MIS as required.
8. Assist the Network Services team with analyzing and evaluating new technologies and providing recommendations to management.
9. Seek guidance from the Network Services teams as appropriate.
10. Assist Tribal Business Units in meeting their goals through the creative use of technology.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION
Systems Administrator
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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Occasionally stand, walk, bend/stoop, crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry/lift up to one-hundred (100) pounds with assistance.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to analyze operational requirements and assess technology and capacity requirements.
2. Ability to implement, test, troubleshoot, and maintain network systems software.
3. Ability to provide network systems training and user support.
4. Ability to exercise independent judgment.
5. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
6. Ability to work independently and meet strict time lines.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Ability to work in a dynamic team environment taking leadership or subordinate roles as appropriate.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
12. Must pass a background security check prior to and during employment with the Oneida Nation to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
13. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nations Gaming Division.
14. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Industry recognized certifications which demonstrate core technical and business skill competencies (e.g., VMware VCP and/or Microsoft MCSA/MCSE Infrastructure/Cloud, Linux RHCE).
2. Experience with Microsoft server technologies (e.g. Windows Server 2012/2016, SQL 2008/2016, Active Directory, Power Shell, Azure, 0365).
3. Experience with enterprise level Storage Area Networks (SAN), Compute/Blade systems, and backup systems.
4. Experience with any combination of the following industries; Retail, Gaming, Healthcare, and Education is a plus.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. An Associate Degree in Computer Science or closely related field from an accredited institution.
2. Three (3) years of experience in support of enterprise network systems (100+ servers, Cloud Platforms, Client-Server and Service Oriented Architectures).
3. Three (3) years of experience in the following and/or equivalent combination of education and experience:
 - a. Virtualized environment administration experience to include capacity management, ESX installs/upgrades, and vSphere configuration.
 - b. Managing servers and server-based applications in a multiple WAN link environment.
 - c. Experience with enterprise level server, systems, hardware support and other common support functions.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.