



Picayune Rancheria Tribal Gaming Commission

Coarsegold, CA 93644
(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – IT SYSTEMS ANALYST

Reports To: Surveillance Tech Manager

Department: Surveillance

Status: Non-Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

We are looking for a System Administrator to maintain, upgrade and manage our software, hardware and networks. Resourcefulness is a necessary skill in this role. You should be able to diagnose and resolve problems quickly. You should also have the patience to communicate with a variety of interdisciplinary teams and users. Your goal will be to ensure that our technology infrastructure runs smoothly and efficiently to ensure success as a Systems Analyst, you should possess extensive experience in providing Information Technology support in a fast-paced environment.

PRIMARY 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.
- Build an internal wiki with technical documentation, manuals, and IT policies
- Training end-users on hardware functionality and software programs
- Resolving logged errors promptly.
- Maintaining databases and ensuring system security
- Documenting processes and performing diagnostic tests and troubleshooting
- Keeping track of technological advancements and trends in IT support
- Cell phone troubleshooting
- Perform other duties assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in information technology, Computer Science, or a closely related field.
- 3-5 years of experience in the I.T. field or 2 years as a Systems or Network Analyst
- In-depth knowledge of computer hardware, software, and networks
- Experience in documenting processes and monitoring performance • Advanced knowledge of

database maintenance and system security

- Ability to keep up with technical innovation and trends in I.T.
- Exceptional interpersonal and communication skills
- Proven experience as a System Administrator, Network Administrator, or similar role
- Experience with databases, networks (LAN, WAN), and patch management
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.

- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)