



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB POSTING

Open

Opening Date: 03/10/2021

Closing Date: 03/30/2021

Position Title: Information Technology Technician I

Department: Gaming Commission

Work Schedule: Monday-Friday 8:00AM-4:00PM

Wage Rate: Pay Range 45: \$23.71-\$30.35/HR/ Overtime Eligible

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

- Completed Application
- High School Diploma or GED
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration 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:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB DESCRIPTION

POSITION: Information Technology
Technician

WORKPLACE: Tule River Gaming Commission
681 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

This position is located in the Tule River Tribe Gaming Commission (TRTGC) which is located at the Eagle Mountain Casino. The incumbent serves as an Information Technology Technician. This position shall be responsible for the installation and maintenance of all IT equipment and software within the TRTGC.

DUTIES AND RESPONSIBILITIES:

1. Manage and coordinate all database operations on the TRTGC network.
2. Manage and coordinate all server installations, upgrades, maintenance and repair of database, email, file, web and any other software needed for TRTGC operations.
3. Manage all user rights and privileges on all systems implemented on the TRTGC network.
4. Must attend and be certified in all applicable training programs required by TRTGC.
5. Ability to setup, operate, install, troubleshoot and maintain all digital equipment and software within TRTGC.
6. Maintain current and complete knowledge of the IT equipment and software within TRTGC.
7. Manage network and domain security on all systems used within or connecting to the TRTGC network.
8. Maintain current and accurate records of instruction and technical manuals for all equipment and software used by the TRTGC.
9. Maintain current and accurate records of repairs and maintenance of all equipment in the TRTGC.
10. Must be willing to be on-call at any time to repair, maintain, or install equipment as deemed necessary by the Executive Director.
11. Provide technical assistance and training to network users.
12. All other duties as assigned by the Executive Director.

KNOWLEDGE AND SKILL REQUIREMENTS:

1. Associates Degree in Computer Science, other related field or experience equivalent.
2. Basic reading, writing, and arithmetic skills required. These requirements shall be considered acquired through a high school diploma or equivalent.
3. A minimum of two years experience in electronics.
4. Excellent knowledge of Microsoft Office, with an emphasis in MS Excel and MS Word.
5. Ability to solve practical problems and address a variety of variables in situations where only limited standardizations exists.
6. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Must have excellent verbal and written communication skills.

8. Visibility requires a professional appearance and providing a positive company image to the public.
9. Must be dependable and able to work under pressure with minimal supervision.
10. Must be willing to travel and at times on short notice.
11. Must have a valid CA Driver's License and be insurable.
12. Ability to obtain and maintain a Gaming License.
13. Must be able to successfully complete a pre-employment background investigation and drug screening.

WORKING CONDITIONS:

1. Working conditions are normal for an office environment with some field work, when needed.
2. Technical assistance may be needed at any time so Technicians must be available to work any shift and long hours.

This position reports to:	Executive Director
Salary Range:	DOE/HR /Overtime Eligible
Hours:	Monday-Friday 8:00AM-4:00PM, some on-call activity
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE