POSITION: Systems Support Technician
PROGRAM: Communications/Information Technology (COMIT)
LOCATION: Concho, OK
ISSUE DATE: June 29, 2022 CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
The position of IT Systems Specialist is a permanent/full-time position and will be under the direct supervision of the COMIT Director. Selected candidate will be responsible for the overall implementation of support services provided by COMIT. Primary duties include documenting, coordinating, and ensuring the completion of incoming IT service help requests.

This job description does not cover or contain a comprehensive listing of activities, duties or responsibilities for this position. Duties and responsibilities may change at any time with or without notice.

DUTIES AND RESPONSIBILITIES:
Under the direction of the COMIT Director, the incumbent will perform the following:
- Provides remote and on-site troubleshooting for complex hardware and software infrastructure.
- Balance and augment upcoming changes in IT standards, technologies, and methodologies.
- Routinely make necessary configuration changes as directed to network switching devices.
- Update technology risk-assessment and risk-management guidance and procedures.
- Review project assignments for accuracy and quality prior to initial implementation.
- Prepare, install, and assist in the implementation of system/server updates and software releases.
- Assist in the maintenance of virtual computing/server/SAN environment.
- Assist in the execution of future expansions in infrastructure, network hardware, and software.
- Accomplish tasks to ensure effectiveness of all security solutions to include anti-virus, firewalls, and intrusion detection systems.
- Support the IT strategy, planning and budgeting requirements of COMIT Department as needed.
- Other duties as required.
• Other duties as required.
• Must be an extremely dependable worker and have a dependable vehicle in order to maintain workstations, network printers, and copiers to provide general support at our satellite offices in Concho, Clinton, Watonga, Hammon, El Reno, Canton and any other necessary locations.

QUALIFICATIONS:
• Associates degree in computer science or related field or related experience with certifications.
• Preferred at least five (5) years of experience working in a fast-paced IT help desk environment.
• Experience implementing, configuring, and maintaining multifaceted virtual server environment.
• Experience in working with Firewalls and Network Security.
• Experience in maintaining Windows servers.
• Experience in the operation of “help desk” or other client facing support services.
• Proficient in maintaining Microsoft Active Directory
• Ability to multi-task is required; adaptability as daily priorities are subject to change.
• Cheyenne-Arapaho Preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:www.cheyenneandarapaho-nsn.gov