MENOMINEE
CASINO RESORT

Menominee Casino Resort

1st Posting

Position IT Network Administrator

Job Status Full-Time

Minimum Age 21

Wage NEGOTIABLE

Date Posted Wednesday, May 15, 2019 8:00:00 AM

Date Closed Tuesday, May 21, 2019 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

This position is responsible for the overall support and maintenance of the Network Infrastructure, server and systems administration, and Users access within the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall be the primary person responsible for the support, administration and maintenance of the Microsoft, Linux, and HP servers/networks within the organization.
- Shall be responsible for the daily maintenance and support of an HP Server, 3Par SAN, VMware, and Cisco Networking environment.
- Shall be responsible for design and testing of all network protocols implemented on the public and private computer networks.
- Shall be responsible for developing and maintaining documentation related to the structure of the MCR data and computer networks.
- Shall hold primary responsibility for ensuring Data backups for all systems are done and shall share system backup duties with other IT staff members.
- Shall perform monthly tests of the backup systems and to ensure data and backup procedure integrity.
- Shall ensure all patches, updates and upgrades are installed on all network servers and clients on a regular basis.
- Shall lead the installation of new network equipment or cabling.
- Shall share in On Call duties with other department staff members one week per month
- Shall proactively monitor all servers, network infrastructure and system logs to ensure high availability to all systems.
- Shall provide Level II desktop support as required by technicians during normal business hours as well as after hours
- Shall maintain and extend as necessary the Active Directory structure to ensure efficient use of resources
- Shall serve as network security administrator and ensure compliance with MIGC as well as MCR policy, procedure and best practices
- Shall perform routine assessments of network infrastructure and make recommendations on upgrades and new technology
- Shall assist director in implementing and enforcing computer network policies and procedures

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Candidate shall have demonstrated a good work record in previous positions. Must possess a minimum of Associates Degree (Bachelor's Degree Strongly Preferred) in a computer related discipline and a minimum of two years experience in a Microsoft Network environment. Microsoft and Cisco certification a plus but not necessary.

SPECIAL QUALIFICATIONS

- Applicants will be given a short written test to qualify for an interview. A score of 70% or better is required to be granted an interview for this position.
- The candidate must have extensive knowledge of Microsoft servers and networks and a strong background in Cisco networking.
- Any Cisco certifications are strongly preferred.
- A thorough knowledge of TCP/IP networks infrastructure and networking components.
- A good working knowledge of PC troubleshooting and deployment with at least two years experience working in a Network environment.
- Thorough knowledge of Microsoft Active Directory required.
- The ideal candidate must be detail oriented and possess good organizational skills.
- Must be at least twenty-one (21) years of age and able to withstand a thorough background check as required by all gaming employees.
- Must not have been convicted of a felony.
- Must not have been convicted of shoplifting or stealing within the past five (5) years.
- Must be able to be approved for and maintain a valid gaming license.
- Preference given to qualified Menominee or other Native American Applicants.
- Must have a vehicle and valid driver's license.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS
No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

"In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

LANGUAGE SKILLS

Ability to read, analyze, and interpret simple documents, such as safety rules and regulations, technical procedure manuals, instructions, and basic correspondence, reports and memos. Ability to respond to common inquiries or complaints from system users. Ability to effectively present information in one-on-one and small group situations

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

*The Employee is frequently required to lift and/or move up to twenty-five pounds, occasionally lift and/or move up to fifty pounds, and infrequently lift and/or move up to one hundred pounds.

*Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Employee is frequently required to risk danger of electrical shock and/or radiation (from computers).

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.