

THE POARCH BAND OF CREEK INDIANS  
**Tribal Gaming Commission**

5825 Highway 21; Atmore, Alabama 36502 \* Telephone (251) 368-1811 · Facsimile (251) 446-9549

**JOB ANNOUNCEMENT**

**POSITION:** IT NETWORK ADMINISTRATOR  
**REPORTS TO:** DIRECTOR OF I.T.  
**STATUS:** REGULAR FULL-TIME  
**ASSIGNED LOCATION:** TRIBAL GAMING COMMISSION – Atmore location  
**ADVERTISING:** TRIBAL WIDE & PUBLIC  
**OPENING DATE FOR APPLICATIONS:** Tuesday, January 2, 2018  
**CLOSING DATE FOR APPLICATIONS:** Tuesday, January 16, 2018 AT 5:00 P.M.

**IT NETWORK ADMINISTRATOR (Tribal Gaming Commission – Atmore location)**

The IT Network Administrator is a position responsible for administering the Tribal Gaming Commission's IT network infrastructure. The position will perform day-to-day network administration, help plan and execute IT-related projects, provide IT support to end-users, as well as manage key systems such as antivirus protection and backups.

**SUPERVISORY CHAIN OF COMMAND**

The IT Network Administrator reports to the Director of I.T.

**CLASSIFICATION**

This position is classified as exempt.

**DUTIES AND RESPONSIBILITIES**

1. Networking equipment and services design, planning, installation, testing and administration (routers, switches, patch panels, internal wiring, security devices, WLAN controllers & WAPs)
2. Antivirus/Anti-Malware software administration.
3. Network monitoring and documentation administration (physical and logical layouts, including administration of network management and monitoring software e.g. Solarwinds and web/SPAM firewalls)
4. Device configuration backups and inspections.
5. Disaster Recovery infrastructure administration (VDPA, SRM and physical equipment at all sites)
6. Data Backups & Restore administration including requests and periodic restore testing.
7. VOIP Phone Administration (including Cisco Call Manager, SIP/PRI lines/router, physical equipment)
8. Network security planning, installation, testing and administration (including firewalls, filters, ASAs, IDS/IPS systems, security agents, SSL, port management, wired & wireless security, incident response, patching/firmware updates).
9. MDF and IDF equipment installation, maintenance and cleaning
10. Troubleshoot network issues quickly/efficiently while applying care and change management practices to the network/devices.
11. Analyze network traffic/logs to identify security issues, connection/authentication failures, performance.
12. Work with minimal supervision, researching projects and problems effectively using all available resources and bringing tasks to completion with a high degree of quality and attention to detail, while observing change control best practices.
13. Work with coworkers and all levels of staff including external vendors to troubleshoot and support all IT infrastructure.
14. Maintain a good work ethic and a high level of professionalism, with the utmost confidentiality, honesty and integrity. Maintain updated knowledge of relevant IT advancements and best practices, in order to continue to effectively perform in areas of responsibility.
15. Performs other duties as assigned by the Director of IT.

**MINIMUM QUALIFICATIONS**

1. \*The following education/work experience is required:
  - a. Bachelor's Degree from an accredited college in Information Systems, Computer Science, or related field plus two (2) years verifiable employment experience in enterprise-level IT network support; **or**, Eight (8) years of verifiable IT Network Administrator employment experience performing similar job duties as outlined in this job description; **or**, Combination of education and employment experience equivalent to eight (8) years.
  - b. Professional IT networking administration certification (CCNA or above)
2. \*\*Verifiable experience of network switching/routing in a Cisco-based environment with fluency in using Cisco's IOS command line interface.
3. \*\*Verifiable experience administering DNS and DHCP.
4. \*\*Verifiable experience of wired/wireless networks including design, installation, configuration, security, troubleshooting & administration.
5. \*\*Must possess a general knowledge of common networking standards and concepts such as TCP/IP v4 & v6, cable/fiber specifications, routing and switching, firewalls, NAT, network device types, wireless standards, VLANs, subnets, IP classes and the OSI network layer model.
6. \*\*Must possess a working knowledge of how to use common network related tools such as Telnet, Wireshark, Putty, Punch-down tools, etc.
7. Possess strong verbal and written communication skills and be able to work well with IT coworkers, various levels of management, external vendors and end-users for IT systems installation, maintenance and troubleshooting.
8. Must have good analytical/problem-solving skills to troubleshoot complex IT issues, assess network performance & recommend changes.
9. Possess project/change management skills to effectively plan/execute network installations & upgrades minimalizing end-user disruption.
10. Must be able to interpret, compose and properly maintain complex IT network/system design documentation.
11. Must successfully pass the background investigation, as required by the National Indian Gaming Commission (NIGC).
12. Must be willing and able to work odd and irregular hours at short notice.
13. Must possess a valid state driver's license.
14. Must be willing to travel at short and participate in training as required.

**\*Equivalent technical training/education, professional certifications and experience may be considered.**

**\*\*May be required to successfully pass applicable knowledge, skills, and abilities exam.**

*IT Network Administrator Salary Range:- \$45,000-\$58,000*

**PREFERENCE SHALL BE GIVEN ACCORDING TO THE TERO ORDINANCE OF THE POARCH BAND OF CREEK INDIANS. DFWP.**

Every applicant must complete an application provided by the Tribal Gaming Commission Office or online at [www.pci-tgc.org](http://www.pci-tgc.org). Applications must be received at the address above prior to the closing date of applications. A resume will not be accepted in the place of an application. **Incomplete applications will not be considered for this position.**

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the Administrator of the TGC.