



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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CHAIRMAN

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SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Server Administrator

Location: White Earth, MN.

Pay: \$23.30 hr.

Open: 05-15-17

Close: 05-26-17

Status: Full Time

Benefits: Full

This position is responsible to assist White Earth Reservation staff in determining and meeting and maintaining IT needs.

- Administers Information Technology within the organization to ensure software and hardware are meeting the needs of the White Earth Nation.
- Installs, maintain and supports server software and hardware to ensure systems are operating efficiently.
- Responsible to follow internal department policies and procedures for purchase of IT systems and equipment.
- This Job Description has been designated and verified by the White Earth Reservation Tribal Council as an approved position for Fisheries Percentage.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the IT Department.
- Skill in using personal computers and related software such as Microsoft Office (Word, Excel, Outlook), Ass400 system and internet.
- Good working knowledge of server operating systems and components (DNS, DHCP, TCP/IP)
- Strong organizational skills are needed
- Ability to communicate effectively, both orally and in writing.
- Ability to develop a system that meets organizational, operational and technological needs.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to work with vendors to discuss hardware and software needs and issues.
- Ability to train staff on the use of equipment and software.

Qualifications Include:

- **Associates degree or higher in computer-related field or minimum of four (4) years' experience in IT field or equivalent combination of education and experience.**
- **Computer Technical Support Certification.**
- **Valid Driver's license and insurance for travel between sites and other business related destinations (driver's license requirement must be reflected in the position outcome).**

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment