CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: csktribes.org
E-mail: cory.clairmont@cskt.org

****V A C A N C Y   A N N O U N C E M E N T****

TITLE: Systems Analyst

LOCATION: Information Technology – Pablo, MT

SALARY: Exempt position – Salary negotiable

CLOSING DATE: Open Until Filled

SPECIAL CONDITIONS:
This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:
The System Analyst is a technical level position in the Information Technology Program that is responsible for providing on-site and remote user support and assisting with system administration and network support within the Tribes' information systems.

Specific duties include, but are not limited to:

- Assist the Network Support Manager and maintain the CSKT IT network hardware, to include routers, switches, servers, cabling, wireless access points, and all other hardware.
- Manage and maintain the CSKT IT network software, to include operating systems, virtual environments, email applications, databases, security applications, and monitoring applications.
- Respond to requests from users for on-site service and problem resolution. Troubleshoot hardware, software, and other technical problems and resolve in a timely fashion.
- Assist the Network Support Manager with system recovery and data backup procedures.
- Monitors specific applications, as assigned, and submits regular reports as required to the Network Support Manager.
- Perform installation and set-up of personal computers, printers, and other peripherals.
- Completes the installation of software including remote installation services and automation programs.
- Helps enforce Information Technology Policies and general IT operations with guidance from the Network Support Manager.
- Provides on-site training to users for new equipment, software, applications, and other technology products.
- May be assigned to create and maintain web based instructions sets, program policy and procedure manuals.

- May be assigned responsibilities in direct assistance and support to administrators including application operations and reporting.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have a current Microsoft Certified Solutions Associate (MCSA) certification and four (4) years' experience supporting business computing in an enterprise-level networked environment, **OR** six (6) years' of increasing responsibility and experience working on and supporting business computing on an enterprise-level networked environment, **OR** a Bachelor's of Science in Computer Science or relevant related degree from an accredited university with one (1) year experience working in an enterprise-level networked environment.
- Experience with current Microsoft Operating systems and hardware/software troubleshooting in a PC/LAN environment is desirable.
- Experience with Tribal governments/organizations is desirable.
- Must have knowledge of TCP/IP, IP addressing and general Internet technologies.
- Must have skill in oral and written communication.
- Must have ability to handle a variety of tasks with follow-up and attention to detail.
- Must have ability to work effectively with other employees and provide excellent customer service.
- Must have and maintain Montana State driver's license as a condition of employment.

SUBMIT:
1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.
4. Proof of a valid driver's license.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Tyshina Whitworth, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1043.

FOR MORE INFORMATION:
Contact: Crystal Reese, Network Operation Manager @ 406.675.2700, ext. 1228.