



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 018-22**

**OPENING DATE: 01/25/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** MIS Junior Systems Administrator

**POSTED: IN/OUT**

**PAY GRADE:** NE10 (\$25.72/hr. - \$34.73/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Treasury-MIS

**REPORTS TO:** Director, MIS

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** The primary responsibilities of the Junior Systems Administrator provide support to the Systems Administrator to oversee the computer systems, both virtualized and physical, to make sure they are designed and configured per industry standards to support the operation of the Pueblo of Isleta (POI) MIS Department and the customers it serves.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

**Primary:**

- Assists in the development and management of POI IT Systems capabilities, and work closely with the System Administrator and the Network Administrator, to attain all IT service level agreements for the user community within the POI organization. Will also achieve customer satisfaction with effective on-time delivery of all IT Projects they manage.
- Assists with IT Applications & Software associated with IT Service Management and Help Desk Solutions.
- Manage IT Applications & Software associated with Security and System Support (Sophos AV, WSUS, MSISAC, System Center Ops & Configuration Manager, etc.)
- Disaster Recovery & Avoidance development focused on coordinating current data backup infrastructure and implementation and maintenance of SRM. Assists implementation and maintenance of hot DR site at off premise colocation facility.

**Secondary: Website/Intranet/Phone System Maintenance**

- The Junior Sys Admin is also responsible for assisting in the online experience of the Pueblo of Isleta's customers, partners, suppliers and employees. By using industry standard approaches to design, updating content regularly, and working with the IT department to ensure optimal availability, the Junior Sys Admin ensures that the organization's online portal is among its best assets and offers a public "face" to the organization on the Internet and Intranet for all POI employees
- Assists the Systems Administrator in the management of the Avaya phone system; ensures all phones connected to the POI network are fully operational and assists with user requests of voicemail password changes, caller ID updates and adding new phones into the system

**Essential Functions and Responsibilities:** *This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by this position. It does not necessarily list all possible duties that may be assigned.*

- In accordance with the organizational mission and vision, the Junior Systems Administrator helps maintain the department standards, objectives, policy, and internal controls.
- Ensures the consistency and maintainability of systems and applications by creating and maintaining standards/procedures for the implemented technical solutions. Performs regular systems monitoring including verifying the integrity and availability of all hardware, server resources, systems and key processes; reviews system and application logs and verifies completion of scheduled jobs such as backups.
- Assists in Providing planning, implementation and maintenance of software on new and existing systems to support POI Departments and individuals.
- Secures systems by developing, administering and monitoring system access; establishing and treating disaster recovery policies and procedures; completing backups and maintaining documentation.
- Ensures sufficient policies and procedures are in place to provide Disaster Recovery in order to prevent Data loss/System downtime. Develops Disaster Avoidance and Business Continuity capabilities in-line with evolving technology.
- Participates on relevant hardware and software evaluations and maintains vendor relationships supporting them. Maintains current knowledge of evolving IT Technology and how it may impact new POI IT initiatives, opportunities and potential technological solutions.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Information Technology/Computer Science or related field required.
- Minimum of five (5) years' experience in Systems Administration of VMWare/Microsoft based Virtualized environments, of which at least 2 years was as an IT leader working with technical teams.
- Experience with Active Directory, Exchange and SQL development/implementation, specifically with regards to Domain integration.
- Equivalent combination of education, experience, and training may be substituted at the discretion of the POI MIS Manager.

- Must be able to successfully pass a pre-employment drug test and background investigation.
- Must be flexible with work schedule. Must be willing to work any days/hours as needed or required to meet business needs.
- Must have a valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Experience with implementing effective and innovative IT systems and software capabilities.
- Broad knowledge of IT systems concepts and the methodologies of IT Operations in a production environment.
- Proven ability to technically lead a progressive IT group.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Solid writing and communication skills.
- Ability to manage multiple concurrent projects and motivate vendors and professional support staff.
- Analytical and problem solving skills with demonstrated aptitude for learning new technologies.

**PHYSICAL DEMANDS:**

- Must be able to lift, move, and place 25 pounds intermittently.
- Must be able to sit, stand, and/or walk for extended periods of time.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.