



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: IT Technician

DEPARTMENT: Information Technology

POSITION SUMMARY:

Under the general direction of the Director of Information Technology (IT), this position will tend to the day to day operations of all IT services including applications, workstation support, and telecommunications. This position will perform both technical and application IT projects.

Supervised by: Information Technology Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Install, configure and upgrade operating systems and software
2. Install, assemble, and configure computer systems, network infrastructure, and peripherals such as printers, scanners and related hardware
3. Troubleshoot problems with computer systems, including troubleshooting hardware and software, e-mail, network, and peripheral equipment problems; make repairs and corrections where required.
4. Act as a technical resource in assisting users
5. Make hardware and software acquisition recommendations
6. Assist with the planning, design, research and acquisition of new hardware and software systems
7. OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS

1. 2+ years of experience in computer networks and systems maintenance.
2. CompTIA A+ certification.
3. Excellent written and verbal communication skills.
4. Attention to detail.
5. Must possess a valid Washington State Driver's License.
6. Associate's degree in computer science or engineering or related field, preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Installing, configuring, and upgrading of computer systems, operating systems and software
2. Installing, configuring, assembling and repairing computers, monitors, network infrastructure and peripherals such as printers and related hardware
3. Must be able to pass a drug screening.
4. Must be able to pass a WA state and federal background check.
5. Proven experience as IT Technician or relevant position
6. Excellent diagnostic and problem-solving skills
7. Excellent communication ability
8. Outstanding organizational and time-management skills
9. In depth understanding of diverse computer systems and networks
10. Good knowledge of internet security and data privacy principles
11. Certification as IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional)

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. (4x10) This is a full-time position.
2. Work may require bending, climbing, lifting, and carrying equipment up to 50 pounds, and extended periods of sitting, standing, or walking.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of IT TECHNICIAN is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____ Date: _____

Supervisor: _____ Date: _____