



Gila River Telecommunications, Inc.

JOB TITLE: Senior Information Systems Administrator

REPORTS TO: IT Manager

DEPARTMENT: Information Technology & Security

STATUS: Exempt

JOB SUMMARY:

The Senior Systems Support Administrator will, with moderate supervision, administer and maintain multiple IT systems, servers, and software for Gila River Telecommunications and its subsidiaries.

PRIMARY JOB DUTIES

- Responsible for the buildout, maintenance, and security of the Azure AD instance, Office365, SharePoint and Microsoft Intune cloud infrastructures.
- Lead initiatives related to the design, implementation, and ongoing management of various cloud architectures.
- Administer the corporate Meraki switching network, as well as Palo Alto firewall and security solutions.
- Apply functional knowledge to solve an assortment of moderately complex problems. In the Information Technology environment security is paramount, therefore, the ideal candidate will apply security best practices and knowledge while following established policies and procedures.
- Maintain systems' functionality, availability, security, and performance.
- Implement programs or projects that impact the organization's goals and objectives.

RESPONSIBILITIES

- Provides operational support and maintenance to ensure systems' functionality, availability, security, and performance.
- Builds and implements IT technology initiatives while partnering with the engineering staff to ensure the successful deployment and transition of operational support.
- Supports and implements cloud environments such as Office 365, Azure, AWS, and other platforms as needed.
- Builds new physical and virtual servers to design specifications.
- Ensures all systems meet or exceed the business and security requirements in accordance with NIST recommendations and GRTI internal guidelines.
- Maintains technical documentation and utilizes standard operating procedures and processes.

- Administers and maintains Windows and Linux systems and services to ensure optimal performance and availability.
- Maintains technical proficiency in IT technologies; keeps abreast of industry trends.
- Communicates all computer network, system and service problems and outages immediately to the appropriate supervisors and/or managers.
- Participates in the on-call rotation, responds to critical after-hours support issues.
- Assists with overflow desktop support as needed.

SKILLS AND COMPETENCIES

- Strong experience in Microsoft Office 365 / Azure AD design, implementation, and management.
- Ability to configure, deploy and manage Hyper-V and VMware systems.
- Strong experience with Microsoft Windows Server 2012R2, 2016, 2019 and Windows 10.
- Strong understanding of computer, server, and network infrastructure with at least 8 years of experience.
- Microsoft Exchange 2016-2019, Active Directory, IIS and MSSQL experience.
- SAN/Storage: Dell and/or NetApp experience.
- Experienced with storage arrays, backup and replication solution such as Datto, Veeam and StorageCraft.
- Experience working with remote monitoring and management tools.
- Linux system administration: Redhat, CentOS, Debian, or Ubuntu.
- Networking experience: TCP/IP, DNS, DHCP, routing, VLAN, IPSEC and SSL VPN, firewalls and Wi-Fi.
- Ability to manage a variety of IT infrastructure components including switches, storage devices, firewalls, servers, workstations, and mobile devices.
- Ability to implement and support open-source software.
- Experienced with Meraki and Palo Alto networking equipment.
- Experience configuring and managing AAA, RADIUS, TCAS and Cisco ICE.
- Experienced independently managing and completing projects.
- Must be organized, self-motivated and able to work with moderate supervision.
- Ability to communicate effectively in both written and verbal form, as well as with all levels of employees; possesses strong interpersonal skills.
- Must be willing to work hours outside of a regular schedule, including periodic on-call support.

EDUCATION AND EXPERIENCE

- Bachelor of Science degree in Computer Science or equivalent experience in related field.
- Minimum 8 years of experience in Windows operating systems, system administration and troubleshooting networked systems. Requires a working knowledge of Ethernet, TCP/IP, UDP, DNS, backup systems, networking, e-mail, web services, as well as remote access methodologies.
- Possess technical and operational proficiency managing and supporting servers, systems, software and preferably knowledgeable in Linux/Unix.

Note: Any equivalent combination of education, training, and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

ESSENTIAL JOB FUNCTIONS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to use hands, lift to 20 lbs., stoop, bend, reach with hands/arms
- Must be able to sit for extended periods of time.
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job. Must communicate clearly in English.
- Must be able to perform and complete multiple tasks

ADDITIONAL REQUIREMENTS

- Will be asked to provide 39 months driving record. Position requires insurability under GRTI insurer requirements.
- Will be required to pass a pre-employment drug test and background check.

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.