

JOB VACANCY ANNOUNCEMENT

Opening Date:	May 24, 2021	Closing Date:	Until Filled
Position:	<u>Systems Administrator</u>	Reports to:	Director of Information Technology
Salary/Wage:	Grade 17; \$42.59 - \$47.02/HR DOE	Department:	IT
Hours:	Mon-Fri; 8:00 AM-5:00 PM	Location:	ASNA

Brief Summary:

Coordinates and manages ASNA wide database systems, hardware and software and provides programming support for existing and custom applications.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Associates degree (or equivalent credit hours) in Computer Science, Information Technology or Management Information Systems or related field of study, OR Three years of work experience in an IT environment.
- Two years of work experience with Microsoft Operating Systems;
- Two years of work experience with Electronic Medical Records systems, IBM software systems;

Computer/General Office Skills

- Proficient in the following computer applications: Microsoft Word, Excel, PowerPoint, and E-mail. Ability to type, with no errors, 50 wpm.

Essential Job Functions:

- Coordinate and advise in all areas of software operations.
- Assist the IT Administrator in all areas of system and data management including
- Operating system installation, maintenance, upgrades and documentation.
- Systems tuning. Systems software and hardware evaluation.
- Hardware installation, maintenance and upgrades.
- Performs the implementation of application software installation and upgrades.
- Provide end user training on all software applications.
- Evaluate data accuracy to help end-users determine data entry errors.
- Maintain the security and reliability of the software and hardware.
- Participate in department team efforts including day-to-day operations planning.
- Maintain all skills necessary for performance of assigned duties including: Systems operations and tuning, second level problem identification and resolution.
- Maintain an effective working relationship with all departments.
- Travel as required.
- Perform other duties as assigned.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law. Is committed to maintaining a drug free, smoke free workplace.