RAIN ROCK CASINO

Vacancy Announcement

Title: IT Systems Administrator

Reports To: IT Director/Manager

Location: Yreka, CA

Salary: Competitive salary and benefits, DOE

Classification: Full-Time, Regular, Exempt, Non-Entry Level

Summary:
Under general supervision of the IT Manager, administers all aspects of an advanced, distributed computer system supporting Rain Rock Casino and Resort. Plans and coordinates system utilization and preforms growth analysis and capacity planning. Performs systems and applications analysis/design and programming to produce a variety of innovative solutions to complex problems. Performs installation, maintenance, training, and user support, as required. Maintains confidentiality of all privileged information.

Application Deadline: *Open Until Filled*

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com , just click on the tab for Employment link.   The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 331-8258, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com

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Responsibilities:

1. Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization.
2. Install and upgrade computer components and software, manage virtual servers, and integrate automation processes.
3. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
4. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.
5. Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
6. Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions.
7. Responsible for capacity, storage planning, and database performance.
8. Responsible for the Integration of Hotel/Casino Operations, Digital Marketing Strategies, Audio/Visual Systems and telephone systems.
9. Supervise and Evaluate the IT Technicians; maintain staff work schedule; coach and mentor.
10. Willing to work odd and irregular hours including nights, weekends, and holidays.

11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT
1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to multitask.
4. Must be able to stand for long periods of time.
5. Must be able to handle mental and physical stress.
6. Must be able to move up to 25 pounds.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skills or abilities required.

1. Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required.
2. 3-5 years of database, network administration, or system administration experience.
3. System administration and IT certification in Linux, Microsoft, or other network related fields are a plus.
4. Working knowledge of virtualization, VMWare, Scale Hypervisor, or equivalent
5. Strong knowledge of systems and networking software, hardware, and networking protocols
6. Experience with scripting and automation tools.
7. A proven track record of developing and implementing IT strategy and plans
8. Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols.
9. Good verbal and written communications skills.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Extensive experience working in a team-oriented, collaborative environment.
14. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
15. Willing to travel and participate in training as recommended or required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
17. Must have employment eligibility in the U.S.
18. Must adhere to confidentiality policy.
19. Must successfully pass a drug screening test and criminal background check.
20. Indian preference will be observed in the hiring process.

Benefits Include:
        Comprehensive Benefits Package
        Medical
        Dental/Vision
        Retirement

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

_____ _____ _____

Team Member Name   Signature   Date

_____ _____ _____

Team Leader Name   Signature   Date

Council Approved: *(date)*
Original to HR
Copy to Team Member
Copy to Team Leader