



The Three Affiliated Tribes **Job Description**

CYBERSECURITY NETWORK TECHNICIAN

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Cybersecurity Information System Officer (CISO) DEPARTMENT: Cybersecurity SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: 404 Frontage Road OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: MHA Network Technician will help organize network development and maintenance in our environment. The Network Technician should be highly competent and possess great passion for technology. Collaboration with other technicians will ensure that the MHA Network is optimized for performance and reliability to promote the smooth operation of business. Advanced Help Desk tasks will be essential to this position. Troubleshooting fundamentals are to be understood and practiced. The position will be expected to travel to identified locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Install and maintain well-functioning computer networks, connections and cabling
2. Troubleshoot system failures and identify bottlenecks to ensure long term efficiency of network
3. Providing technical support to users via phone or email, including troubleshooting problems with hardware or software
4. Monitoring of Print Solution (Streamline) and managing VoIP phone system
5. Performing troubleshooting to system failures and identifying bottlenecks to ensure long term efficiency of network
6. Utilizing analytics for network performance monitoring and optimization
7. Ensuring timely implementation of new systems and environments
8. Repairing damaged system components, analyzing computer systems and blueprints, installing network connections, and upgrading accessories for efficient operations.
9. Connecting and configuring LAN and WLAN networks and performing security updates on network devices
10. Ensuring system reliability through regular updates and monitoring
11. Automating routine system maintenance tasks
12. Explore LAN infrastructure and detect actual or potential problems
13. Configure and maintain software, hardware and peripheral devices and run tests on a regular basis
14. Will assist Cybersecurity Application & Systems Specialist, Cybersecurity Network Engineer
15. Other duties assigned by Cybersecurity Director and/or CISO

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:



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- Supervisory does not exist.

KNOWLEDGE AND ABILITIES:

- 3+ years' experience of working in a Network environment or other relevant position
- Experience with LAN/WAN networks, TCP/IP protocols and network technologies
- Microsoft Azure or other cloud experience
- Knowledge of HPE Networking equipment
- Knowledge of Fortinet equipment
- Knowledge of VoIP Systems
- Help Desk Experience / Customer service experience
- Excellent knowledge of common software and hardware
- Excellent diagnostic, problem-solving and analytical skills
- Strong teamwork and communication skills

MINIMUM QUALIFICATIONS AND EDUCATION:

- AAS degree in IT **REQUIRED**
- 3-5 Years Experience in lieu of AAS degree **REQUIRED**
- Training Certifications

WORKING CONDITIONS:

- Hybrid/onsite work; occasional off hours support during incidents or maintenance windows.
- Ability to participate in on-call rotation (if applicable).
- Essential Status

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.



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All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____