

## POSITION DESCRIPTION

**POSITION:** Systems Administrator  
**LOCATION:** Casino/S/M Community  
**SALARY:** negotiable  
**Reports to:** IT Data Center Manager

**POSTING DATE:** 9-26-16  
**CLOSING DATE:** 10-7-16  
**PAYGRADE:** 6

**GENERAL RESPONSIBILITIES:** Every employee of the Stockbridge/Munsee Community is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. We strive to provide a positive team environment where everyone contributes.

### DUTIES:

1. Provide internal computer related administration to North Star Mohican Casino Resort and Stockbridge Munsee Community.
2. Install, maintain and administer server hardware and related peripherals.
3. Install and optimally configures operating system, application and server software, including but not limited to Microsoft Windows Operating Systems, Exchange, Office 365, Hyper-V, VMware, Great Plains, other departmental specific software and all Bally Gaming Systems software.
4. Manage and Administer SAN environment such as HP 3PAR, HP P2000, Gridstore Converged Fabric technology, and Azure cloud computing.
5. Prepares appropriate handout materials and system documentation.
6. Provides System administration for system-wide backups.
7. Work with user related applications to troubleshoot functional and technical problems.
8. Perform the administration of the Active Directory network and related hardware peripherals.
9. Perform the compilations of data and evaluation thereof, relative to selections of hardware and software for North Star Mohican Casino Resort and Stockbridge-Munsee Community use.
10. Create computer related procedure manuals.
11. Automates and scripts computer-related inventory listing, including hardware and software utilizing Microsoft Systems Center.
12. Documents support activities according to organizational standards.
13. Stay current in field, read assigned publications and other documents.
14. Create and develop reports utilizing current software applications.
15. Must attend all training provided by North Star Mohican Casino Resort and Stockbridge Munsee Community.
16. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Stockbridge Munsee Community MIS Department.
17. Must maintain an acceptable departmental attendance record.
18. Must be able to work with a variety of people with diverse personalities.

19. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
20. Must be on-call 24x7x365 in case of Severity 1 emergencies.
21. Must be reliable and prompt when reporting to work.
22. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
23. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
24. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**QUALIFICATIONS:**

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. High School Diploma or GED is required.
3. Associate Degree in a technical computer related program is required.
4. MCSE 2012 Certification is preferred.
5. At least three (3) years experience performing similar duties in a networked environment or may satisfy this requirement through appropriate education beyond the Associate Degree.
6. Knowledge of a wide range of computer systems software, applications, hardware, networking and communications including Virtual Desktops & Virtual Servers.
7. Experience with Cloud Computing environments.
8. Must have skill in preparing, reviewing and analyzing operational and technical manuals.
9. Must have above average problem solving skills and experience installing, maintaining, troubleshooting and administering systems and network systems software.
10. Must be able to exercise independent judgment and be able to work effectively under pressure and meet strict time deadlines.
11. Must have good verbal and written communications skills and ability to communicate efficiently and effectively.
12. Experience with the administration of Microsoft Systems Center & Great Plains software is preferred.
13. Must be willing to attend all applicable training.
14. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Must be eligible for coverage under the employer's liability insurance.
16. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

17. Must be able to meet physical requirements of position.
18. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
19. Must abide by departmental and organizational safety, testing, and uniform guidelines.

**Note: Applicant must include resume with employment application. Applicant must clearly state on the application/resume how you meet the position qualifications.**

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

**SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

New Position:

Tribal Council Approved:

Revised Position:

Tribal Council Approved:

**Apply online at:**

**[www.mohican-nsn.gov](http://www.mohican-nsn.gov)**

