



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #242258

JOB TITLE: IT Specialist

OPENING DATE: SEPTEMBER 21, 2020 **SEP 21 2020**

CLOSING DATE: SEPTEMBER 28, 2020 OR UNTIL FILLED

SALARY: Tribal Pay Plan, Grade 10

SUPERVISOR: Network Administrator

TYPE OF EMPLOYMENT: Regular Full Time, 250 Days

JOB LOCATION: Department of Schools, Central Office

SCOPE OF SERVICE:

The IT Specialist is responsible for User support and customer service on supported hardware, software applications and platforms. Troubleshoot all IT issues, including software, hardware, and networking. Install, configure and update desktops, laptops, peripherals, networks, and related software for the Choctaw Tribal School District.

DUTIES AND RESPONSIBILITIES:

1. Respond to end-user technical assistance requests for Helpdesk (IT) support in person, via phone, or remotely.
2. Follow standard Helpdesk (IT) operating procedures; accurately log all Help Desk calls using work order system (Spiceworks)
3. Become familiar with available help resources and fundamental operations of commonly used software, hardware, and other equipment rather online or in-house.
4. Understanding and experience with Local Area Networks, Campus Area Networks, Wide Area Networks, email and Internet Services.
5. Identify and escalate situations requiring urgent attention and redirect problems to appropriate resource if beyond skill set.
6. Assessing, troubleshooting and providing resolutions to reported problems with a high sense of urgency and in the highest quality manner.
7. Stay abreast of current and cutting edge technology for local area networks, telecommunication standards, applications and hardware for changes and updates.
8. Instruct users in the use of computer hardware/software and other electronic office equipment.

9. Ensure the security guidelines are in compliance.
10. Analyze problems, identify alternative solutions, and implement recommendations in support of goals for hardware/software issues and knowledge of troubleshooting of network connectivity problems.
11. Perform system administration tasks for all Microsoft Windows OS, Microsoft Office; apply patches and upgrades on a regular basis, utilizing administrative tools and utilities.
12. Install new/rebuild existing computers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and in requirements.
13. Administer and maintains end user, permissions and access rights.
14. Assist in ensuring compliance with all license and software agreements.
15. Special projects and other duties as assigned by the Network Administrator or the Director of Schools.

QUALIFICATIONS:

1. Associate Degree from an accredited college in Computer Science or related degree with a minimum of 1 year of experience in the field and demonstrate technical ability with PC hardware and software.
2. Applicant should possess a minimum of 1 year experience in installation and maintenance of a related field in IT and/or Telecommunications. A combination of education and experience will be considered.
3. Applicant should possess a minimum of CompTIA A+ and N+ Certification, Microsoft Certified Technology Specialist (MCTS) or set professional development schedule to acquire.
4. Required to travel, provide services to eight surrounding communities.
5. Preference will be extended to qualified applicants that have knowledge of existing school networks and systems.
6. Preference will be extended to qualified Indian applicants.
5. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
6. Employee in this position is subject to random alcohol and drug testing.

7. **Must possess a valid Mississippi drivers license, adequate transportation, and personal automobile liability insurance.**

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waiver Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033 – Choctaw Branch
Choctaw, Mississippi 39350**