



Mississippi Band of Choctaw Indians
Office of Information Technology
P.O. BOX 6010/101 INDUSTRIAL ROAD
CHOCTAW, MS 39350

JOB ANNOUNCEMENT# 292014

Position Title: Network Administrator
Salary Range: Negotiable
Opening Date: AUGUST 23, 2023 AUG 23 2023
Closing Date: SEPTEMBER 06, 2023
Supervisor: Network Operations Manager
Job Location: Information Technology Offices

Scope of Service and Effect:

A Network Administrator is responsible for the daily execution of the network needs of MBCI. This includes, but is not limited to, advising and upholding hardware and software standards on end-user devices; LAN, WAN, wireless, and VPLS networking designs; and IT ticketing and communication standards for MBCI IT. Though the day-to-day focus is on networking development and implementation, the scope of service for this role will span operations, networking, and cybersecurity.

Supervisory Requirements: Network Administrator, though not a supervisory role, is a “team” role. As such, it is the responsibility of this job to be an example to junior team members inside all of IT. It is also a function of this role to provide technical assistance, guidance, and knowledge sharing whenever needed or possible to help build strong future network team members.

Responsibilities and Duties:

1. Through daily action, protect the network and systems of MBCI from failure or attack;
2. Help implement all IT policies and procedures for cybersecurity, disaster recovery, networking, and service provisioning;
3. Rack, install, and configure network switches, firewalls, and various infrastructure;
4. Configure endpoint protection systems and review security logs and events as needed.
5. Responsible for working with Network Security Engineers to administrate all firewall systems and configurations;
6. Provide a point of escalation for other IT members;



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7. Install network switches, wireless APs, UPS, and various other networking equipment.
8. Other roles and responsibilities as assigned by the Network Operations Manager or CIO.

Work Environment:

The daily work environment will be in an office setting with other peers. At times, travel to communities will be required. Installation of equipment will require working in various indoor and outdoor environments.

Physical Demands:

This position requires moving PCs, UPSes (batteries), network switches, firewalls, and various IT related equipment. Lifting equipment over head. At times there may be a requirement to climb ladders or reach locations down low to hook up equipment.

Qualifications:

1. 3+ years of experience working in an IT field required;
2. Previous experience with enterprise networking and/or cybersecurity role;
3. Experience creating and implementing network policies and practices required;
4. Solid understanding and technical knowledge of current network and client operating systems, hardware, protocols, and standards, such as Windows OS, cloud platforms like O365, SharePoint, Microsoft Teams, and Azure preferred;
5. Experience with modern endpoint protection systems, XDR, EDR, MDR, preferred;
6. Ability to present IT networking ideas in business-friendly and user-friendly language;
7. Experience with email security and network training platforms;
8. Extensive experience working in a team-oriented, collaborative environment;
9. Excellent written, oral, and interpersonal communication skills;
10. Technical knowledge of endpoint operating systems such as Windows Desktop and Windows Server required;
11. Experience and working knowledge of Microsoft Active Directory with Azure integrations required;
12. Experience with Cisco CLI and Cisco Meraki switches and Meraki wireless APs;
13. Experience with VMWare hypervisor and/or Microsoft Hyper-V and understanding of server virtualization principles required;
14. Familiarity with project management principles preferred;
15. CompTIA certifications Network+ and A+ required;
16. Hands-on experience with on-premises Microsoft Exchange and/or Hybrid O365 required;
17. Experience working with an ITSM (ticketing support) system;



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18. Experience working in a multi-site campus environment preferred;
19. Ability to accurately interpret Tribal, Federal, and State rules, ordinances, laws, regulations, and policies;
20. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals;
21. Adequate personal transportation and valid Mississippi Driver License;
22. Ability to abide by MBCI's Drug- and Alcohol-Free Workplace policy;
23. Ability to satisfy MBCI's comprehensive background investigation and adjudication policy

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 waive 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. A waiver is not required if no Native American has applied for a position.

IF INTERESTED, SEND APPLICATION TO:

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