



MESCALERO --Apache-- SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
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"Mescalero Chiefs"

Updated 3/6/2020

VACANCY ANNOUNCEMENT

Systems Administrator

Primary Functions: The purpose of this position is to ensure a stable and highly available network infrastructure to provide maximum integrity and network performance for all end users and business systems to effectively support the company vision and mission.

Responsibilities:

- Coordinates the delivery of an interactive computer.
- Provide assistance and training to staff members on technology applications to enhance basic skills and literacy within the regular classroom setting.
- Provide direct assistance to staff in identifying appropriate software programs and applications to supplement basic classroom instructional activities.
- Coordinate the provision of direct computer hardware maintenance and upgrading activities to ensure students and staff have consistent access to technology resources in the computer lab and the regular classroom.
- Provide direct assistance and expertise in preparing an overall technology plan for the Mescalero Apache School system, but that is accomplished in consultation with teachers and other school staff, including students.
- Responsible for the operating, maintain and updating the school wide email for staff.
- Updating the MAS website and billboard twice a month.
- Coordinate with various companies such as Dell or Apple; to obtain contacts for technical applications and hardware.
- Perform and conduct said duties and responsibilities in accordance with the policies and procedures of the School Board.
- Perform other duties as may be assigned by the supervisor.

Key Relationships:

- Position reports to the Superintendent.
- Meets with Principals and Staff on a frequent basis.
- Meets and plans with supervisor on a frequent basis.
- On occasion will meet with students and parents.

Minimum Qualifications:

- Required Bachelor's Degree or higher in Computer Science, Engineering and Certification with Cisco Network (CCNP) or higher.
- Minimum of five (5) years of proven hand-on network engineering experience planning, administering, configuring, securing, and supporting enterprise-level networks; experience with networks is a plus knowledge and understanding of NASIS, CISCO and E-RATE funding.
- Required to have expert-level knowledge and understanding of installing, configuring, securing, troubleshooting, and monitoring all firewall appliances, networking switches, routers, wireless controllers, access points, and all other applicable networking equipment.
- Solid understanding of networking protocols (IPSEC, HSRP, BGP, OSPF, 802.11, QoS, etc.) and of the OSI and TCP/IP models.
- Extensive knowledge of various network types including LANSs, WANs, WLANs, and VoIP network.
- Required to have a solid understanding of Domains, Active Directory, DNS, DHCP, etc.
- Required proficiency in Window Server 2008/2012/2016, Windows 7/8.1/10, Microsoft Exchange Server 2010-2016 and virtual infrastructures with Hyper-V and VMWare.
- Must have a strong customer focus and demonstrate ability to work independently but also within a team environment.
- Must be a logical thinker with effective analytical and problem-solving skills to visualize solutions to difficult problems.
- Must possess excellent attention to detail.
- Must be able to follow processes and instruction thoroughly.
- Must have great communication skills, excellent time management skills, strong documentation skills, and business awareness involving a 24x7 enterprise.
- Must have a commitment for high service quality and customer satisfaction.
- Must work well under pressure with strong multi-tasking skills.

- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Must be able to follow all school policies and procedures.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Twelve-month contract
- Salary depends on years of experience and degrees.

Working Conditions:

- Work is accomplished within a school environment
- Will require long periods of standing.
- From time to time, will require longer than normal work days due to demands of technology.

Applications will be accepted until 3:30p.m. on Friday, March 20, 2020.

- ***ALL positions require background checks and clearance from any criminal charges prior to employment. Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.***
- ***All positions require initial drug testing upon hire, then random monthly drug testing.***
- ***Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.***

**Applications available at the MAS Administration or on our website:
maschiefs.org**