



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue, P.O. Box 156, Wapato, WA 98951

Phone: 509-877-6171 Fax: 509-877-6317

Job #	Position	Start Wage	Close
#2022-34	IT Administrator II	DOQ	7/31/2022

Application Process: Submit a complete current Yakama Nation Housing Authority Employment Application (applications also available online) to:

Drop box front door: **611 S. Camas Ave., Wapato, WA**

Mail to: **PO Box 156, Wapato, WA 98951**

Complete employment application will be date stamped and accepted during the limited business hours, or in an envelope placed in black drop box by front door and must be completed entirely. Please have any other documents included in packet you want to include to be reviewed.

Submit by fax: (509)-877-6317, or email crystal@ynha.com

***Complete job announcement & YNHA Employment application is available online**

www.ynha.org/employment

*Indicate Job Announcement Number on YNHA application for posted jobs.
It is the applicants responsibility to update his/her application. On file for 6 months.
Complete application, print & sign for each posted job announcement.
Make certain all information is legible.

**YAKAMA NATION HOUSING AUTHORITY
JOB DESCRIPTION
2022**

JOB TITLE: Information Technology Administrator II **FLSA STATUS:** NON-EXEMPT
DEPARTMENT: Administration **PAYGRADE:** DOQ
Reports to: Executive Director

GENERAL DESCRIPTION OF POSITION

Incumbent provides information technology services to the organization through assignments received from the Executive Director. Works with an organization of 80 plus employees with internal network system, internet services, website, requires computer maintenance, software updates, file maintenance, hardware installation, trouble shooting and employee education on computer usage. The individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, immediate supervisor, managers, other employees, and the Executive Director. The individual performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures, and policies. The individual demonstrates good judgment and suitably reports problems to the immediate supervisor.

Responsibilities require employee to follow;

- YNHA programs listed "Common Duties,"
- Department programs listed "Essential Tasks"

Common Duties:

- Read and comply with all appropriate YNHA policy and procedures; e.g., Personnel Policy Manual, Company Vehicle Policy, Financial Administration Policy and Procedures, Internal Department and Program guidelines, etc.
- Work cooperatively with all YNHA employees or those associated with the Tribe. Other duties as assigned or necessary to support all subordinate activities

ESSENTIAL TASKS

Evaluates and purchases computer hardware, software and peripherals in accordance with YNHA Procurement Policy and budgetary constraints.

Prepares regular reports for management officials, attends meetings to present these findings.

Diagnose, document, troubleshoot all YNHA computer hardware, software and user log-on.

Daily back-up of YNHA critical operational programs for Windows NT and Windows software. And restoring lost data as needed.

Train users in the proper use and care of computer hardware and software.

Provide on-going assistance and support for staff computer usage.

Responsible for computerized telephone system, maintenance, codes, configuration, and contract support work.

Maintain network back-up procedures and assists user in back-up procedures.

Maintains the local area network or wide area network, cable, switches, installations, inventories and other related duties.

Develop network strategic plan. Implements a plan for repair or replacement of computers and other forms of technology.

Performs advanced work in providing for the effective and efficient storage, retrieval, customization, and archiving of data by managing diverse data sets to ensure an integrated database system for all users. Administers and maintains cost effective Internet access for YNHA users.

Assist manager with employee use of standard office software MS Office, Quick books, specialized Housing Data Systems (HDS.) and any other software YNHA uses/purchases.

Continually educates herself/himself on all procurement requirements and in other relevant Yakama Nation Housing Authority matters.

Attends staff meetings, manager meetings, provides a monthly report for the monthly Board of Commissioners meetings. Knowledge of chain of command and organizational chart of staff.

Assist with cabling, installation, internet services.

Ability to troubleshoot and repair issues. Able to perform effectively under stress and while handling multi simultaneous priorities.

Provide employee training in MS Office, use of tablets, laptops and internet.

Work on network security and keeping all software licensing.

Other duties as assigned.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Expertise in IT tools and concepts, such as operating systems and internet protocol suites. Solid knowledge of LAN/WAN configurations. Understanding of TCP/IP protocols.

PEOPLE INVOLVEMENT: Good interpersonal skills and the ability to work with technical and non-technical personnel.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires performing skilled work involving rules/systems with almost constant problem solving.

MATHEMATICAL REQUIREMENTS: Requires basic algebra involving variables and formulas, and computing ratios, rates, and percent's.

LANGUAGE REQUIREMENTS: Requires reading technical instructions, procedures manuals, and charts to solve practical problems, such as routine office equipment operating instructions; composing routine or specialized reports, forms, or business letters with proper format; and speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS: Strong troubleshooting, analytical, and problem-solving skills. Great attention to detail. Knowledge of HUBS, Switches, Repeaters and Transceivers.

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires light work that involves sitting or walking most of the time, and skill, adeptness and speed in the use of fingers, hands, or limbs on repetitive operation of electronic office machines within close tolerances or limits of accuracy. Some heavy lifting up to and over 50 pounds, may be necessary, particularly if data servers are stored on-site.

ENVIRONMENTAL HAZARDS: The job risks exposure to no significant environmental hazards.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, and speaking.

JUDGMENTS AND DECISIONS: Requires being responsible for guiding others, making frequent decisions that affect coworkers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but with many variations from the routine. Maintain employee confidentiality and protect payroll operations by keeping all private information confidential.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: BSc/BA in Information Technology or computer science is preferred. Or two (2) or more years of related experience and/or training; or equivalent combination of education and experience.

SPECIAL CERTIFICATIONS AND LICENSES: Requires a valid driver's license and must be insurable under the YNHA's policy. Certification (CompTIA Network+, Comp TIA Security+ etc.) is a plus.

EXPERIENCE REQUIREMENTS: Requires one (1) or more years accounting experience (payroll preferred.) Requires familiarity with computerized payroll systems (ADP payroll preferred); general computer literacy and working knowledge of Excel and QuickBooks; knowledge of payroll tax laws and regulations preferred. Excellent communication skills, both written and verbal.

DRUG FREE WORK PLACE

The Yakama Nation Housing Authority has a "Drug Free Workplace Policy". All employees are subject to pre-employment, random drug tests and to tests when the use of alcohol or drugs in the workplace is suspected.

INDIAN PREFERENCE POLICY

In accordance with Section 101(k) of NAHASDA, Yakama Nation Housing Authority applies Yakama Tribal preference in employment, as established by Resolution GC-05-2012 of the Yakama Nation General Council.

Chief Finance Officer

Aresta Harin

Deputy Director

Date

7/7/2022

Date

Executive Director

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Printed Name

Date

Employee's Signature