



## Systems Administrator

### PERFORMANCE EXPECTATIONS

<b>Division:</b>	NNOGC Corporate	<b>Reports to (title):</b>	Director of their respective
<b>Department:</b>	Information Technology	<b>Job Location:</b>	Navajo Nation Oil & Gas Company
<b>Job Code:</b>	SYSADMIN	<b>Supervises:</b>	(NNOGC) are expected to conform to the following: TBD
<b>Pay Grade:</b>	E 5	<b>Classification:</b>	phold all principles of confidentiality
<b>Hours/week:</b>	40 hours	<b>Effective Date:</b>	01/14/2019
<b>Type of Position:</b>	Full-time	<b>Revised Date:</b>	03/10/2018, 01/06/2015

- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver’s license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

### POSITION PURPOSE

The System Administrator responsible for designing, organizing, modifying, and support NNOGC’s computer systems, including installing, upgrading and monitoring software, hardware and networks. The System Administrator will provide daily maintenance and support of IT equipment to include servers, network, laptop/desktop PCs, security tools, web-servers, email phones and other office peripherals and software.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Diagnosis and troubleshooting of problems with computer systems, including hardware, software, email, network and peripheral equipment
- Installation and management of new hardware including servers, computers, printers, scanners, and other peripheral equipment.
- Installation of software as required for servers and workstations or other supported devices.
- Patch operating systems, hardware drivers, and Bios of machines on a regular basis.
- Provide training for technical and non technical staff of computer equipment and software.
- Resolve support tickets entered by users or escalated from within the department.
- Assist or manage special projects as assigned.
- Work with outside support contractors and vendors.
- Assist as requested in providing support to the maintaining, administering and upgrading of all IT related systems by the Director of Human Resources and/or senior management.
- Able to develop and implement IT security policy and disaster recovery procedures.
- Able to plan and establish IT policies and system to support the implementation of strategies set by management.
- Collaborate with management to enhance company IT infrastructure. Able to make recommendation for future upgrades.
- Identify and procures the hardware and software needed to satisfy user requirements
- Install hardware and peripheral components such as monitors, keyboards, printers and disk driver on users premises.
- Load appropriate software packages such as operating systems, networking components and office applications
- Assists in the customization and adaptation of existing program to meet users requirements

- Provide telephone, in-person and on-line support to end users
- Coordinate activities with network services and information systems groups
- Administer e-mail using on-premise MS Exchange and cloud based SPAM filter.
- Strong knowledge of backup infrastructure to include like Symantec Backup Exec and IBM Tape Libraries.
- Perform other duties as assigned.

#### MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of five (5) years' experience as a Microsoft System Administrator.

Education:

- Bachelors Degree in Information Technology or related field required.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge in various server applications i.e. Active Directory, DNS, DHCP, SQL.
- Knowledge of auditing, budget preparation, and reporting systems
- Knowledge in excellent verbal and written communication, organizational and team work
- Ability to relate diplomatically with varied groups while demonstrating leadership skills.
- Skilled

#### POSITION PREFERENCES

Licenses and  
Certifications:

Microsoft Certified Professional. Preferably with a MCSA certification.

#### WORK ENVIRONMENT

Work Environment:

Fast pace corporate office environment. May require long hours and travel to support convenient stores and RHPL. Demands on needs may change without notice and frequently.

Physical demands:

Incumbent will be required to work extended periods of time for support all work locations; will be required to move or relocate computer equipment; be able to lift 30+ lbs.; have excellent manual dexterity; and responsible for resolving computer issues requiring a high level of problem solving skills which requires excellent logical thought process.

Mental demands:

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

#### NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act (NPEA).

#### OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

***Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of***

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*all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**ACKNOWLEDGMENT**

I have reviewed the content of the **Systems Administrator** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of the position as outlined in this description, with or without reasonable accommodation.

Description any accommodation required to perform these functions:

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**Employee** (printed name)

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**Employee** (signature)

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Date