

## JOB DESCRIPTION

Job Number — 011

<b>JOB TITLE:</b>	System Administrator
<b>JOB LOCATION:</b>	Eureka, CA
<b>SUPERVISOR:</b>	Chief Administrative Officer
<b>SUPERVISES:</b>	None
<b>FLSA Status:</b>	Non-exempt
<b>COMPENSATION:</b>	\$24 to \$28 per hour

**SUMMARY:** Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

**REQUIREMENTS:** Associate or Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required. Three to five years of database, network administration or system administration experience. System Administration and IT certifications in WindowsOS and MacOS, Microsoft applications, Cisco networking appliances, and other network related fields are a plus. Management of desktop publishing, website design/maintenance, and social media are all required skills. Experience with management of iPads and other mobile devices. Ability to manage cameras, alarms, multi-function printers and digital and analog security systems. Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security storage data protection and disaster recovery protocols. Must have familiarity with, and commitment to, the mission and vision of NCIDC.

**RESPONSIBILITIES:** Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and cloud-based systems. Install and upgrade computer components and software, manage in-house and cloud-based servers, and integrate automation processes. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues. Provide documentation and technical specifications for planning and implementing new or upgrades of IT infrastructure. Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures. Provide desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions. Promote and manage security training and network protection assets. Responsible for capacity, storage planning, and database performance.

**LANGUAGE ABILITY:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have advanced knowledge of word processing software and spreadsheet software. Advanced internet usage. Mac and Windows proficient. Advanced network and programming skills.

**CERTIFICATES AND LICENSES:** California Driver's License, clean DMV record. Valid vehicle insurance.

**WORK ENVIRONMENT:** The noise level is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:**

I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the employer or I may terminate the employment relationship at any time, with or without cause.

NORTHERN CALIFORNIA  
INDIAN DEVELOPMENT COUNCIL, INC.  
241 F STREET • EUREKA, CALIFORNIA 95501 • (707) 445-8451 • WWW.NCIDC.ORG

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name, Printed

*Native American Hiring Preference will be given to qualified American Indians per  
Policy Statement 915.027 on Indian Preference under Title VII.*