



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

IT ENGINEER

Position Description

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| Opens: February 03, 2025 Closes: February 17, 2025 | | | |
| Department: | Information Technology | Reports to (title): | IT Director |
| Job Code: | E-16 | Job Location: | Bois Forte Tribal Government Office - Nett Lake, MN |
| Pay Range: | Min: \$65,678.32 (\$31.58) Mid: \$82,097.90 (\$39.47) Max: \$98,517.47 (\$47.36) | Supervises: | None |
| Hours/week: | 40 | Classification: | Exempt |
| Type of Position: | Full-Time | Effective Date: | 01/15/2025 |
| Indian Child Protection Background: | No | Revised Date: | 01/15/2025 |
| Telecommute: | Yes up to 50% | | |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Information Technology Engineer manages and maintains all advanced components of the local area and wide area networks governing data communications.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Ensure the documentation of the current network structure is accurate and current.
2. Perform advanced testing on network vulnerability.
3. Monitor and deploy cybersecurity measures to safeguard Bois Fortes Infrastructure.
4. Ensure the security, stability, integrity, and operation of the LAN/WAN infrastructure that supports core organization functions, including hardware/software recommendations.
5. Identify workstation network requirements and documents network configurations.
6. Install, configure, monitor, maintain, support, and optimize all networked software, hardware, and associated operating systems.
7. Maintain and support all software applications including client access, EMR, SQL databases and Microsoft applications.
8. Implement workstation networks.

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9. Perform ongoing network administration.
10. Diagnose connection issues and keeps network speed at a maximum.
11. Update, configure, and monitor all server equipment and applications.
12. Design, construct, and maintain domain servers, server roles, server policies and upgrades of server software.
13. Install, maintain, upgrade and test security systems (firewalls).
14. Monitor network to ensure network stability and application functionality.
15. Diagnose, repair and order equipment.
16. Order, setup, and repair phone equipment and computer equipment.
17. Setup, install, and maintain security for access points and bridges for wireless systems.
18. Provided technical assistance on application programs (Word, Excel, publisher, Access).
19. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
20. Other job-related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Five (5) years of advanced networking, switching, routing and firewall work experience. |
| Education: | <ul style="list-style-type: none">• A four (4) year college degree in computer science or computer engineering. Two (2) year certification may be substituted with five (5) years of documented advanced technical related experience. |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid driver's license, and valid insurance. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Advanced Knowledge of computer network technology, including Vmware ESXi, TCP/IP, OSPF, BFP routing protocols.• Design, configuring and testing Fortinet, Unifi/Ubiquiti, Cisco, Juniper, HP Aruba, Ruckus, and point to point networking equipment.• Knowledge of ADP standards, objectives, policies, and authorized system design approaches.• Knowledge of agency Local Area Network/Wide Area Network standards, video transmission protocols and formats, network programming, relevant telecommunication equipment, network management and troubleshooting.• Knowledge of personal computers, peripherals, and relevant operating systems.• Knowledge of different approaches in the automation of different offices using standard application software commercially available.• Ability to plan, design, develop, integrate, and configure network segments that integrate with existing or future network segments.• Working knowledge of Microsoft Exchange and Windows networking environments.• Working knowledge of IP telephony.• Strong analytical skills with the ability to learn other software quickly.• Working knowledge of EMR (Electronic Medical Record) applications.• Strong problem-solving skills.• Design and Implementation experience in watchguard firewalls.• Fiber optic installation, termination and networking experience.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Bachelor's degree in computer science or computer engineering.

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WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.