<center>POSITION ANNOUNCEMENT</center>

TITLE:	IT Tech III	**LICENSED:** Yes
LOCATION:	IT Department	**GRADE:** 8
RESPONSIBLE TO:	IT Director	**STATUS:** Non-Exempt

POSITION SUMMARY:
Under the general supervision of the IT Director, the Technicians oversee all tribal departments and buildings with technical and computer related assistance.

ESSENTIAL FUNCTIONS:
1. Will support Windows OS's, and client/server based applications, including MSOffice.
2. Should be familiar with Microsoft OS environments.
3. Has the ability to identify and address basic LAN issues (i.e. installation of NICs, cabling, connectivity support, and user set-up).
4. Will be involved with the upgrade and migration of PCs.
5. Will troubleshoot/analyze PC system problems and exercise resourceful methods to resolve identified problems.
6. Consults with IT customers and maintains high levels of customer service.
7. Assists with the coordination of purchases, installation, and upgrades.
8. Deploys client side of software for client/server desktop application systems across the corporate wide network.
9. Maintains basic knowledge level of client/server application architectures.
10. Other duties may be assigned within the scope and complexity of the positions essential functions.
11. Must attend any mandatory trainings designated by the Human Resources Department and/or Department Director, including Title 31.

PHYSICAL REQUIREMENTS:
Typically the employee may stand for long periods to do the work. However the work will require physical exertion such as recurring bending, crouching, stooping, stretching, reaching, or similar activities, recurring lifting of moderately heavy items such as computers and monitors.

POSITIONS REQUIREMENTS:
1. High school diploma or equivalent required.
2. Must be able to obtain a gaming license through the Bay Mills Gaming Commission and maintain eligibility throughout employment.
3. Excellent customer service skills.
4. Previous work experience, demonstrating analytical problem solving skills.
5. Ability to multi-task and make independent prioritization of user requests under limited direction.
6. Excellent verbal and written communication skills.

7. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

Desired Qualifications:
1. A+, Network+ Certification preferred.
2. Knowledge of computer products hardware, software, and network configuration.
3. Background in computer installations, repairs, testing, troubleshooting and networking.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: 6/21/2022

APPLY TO: Send Resume and Application to:

Jazlyn Walden Parker; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8528

jwparker@baymills.org
Subject:

Applications can be found on the Bay Mills website at www.baymills.org under the employment section