**Job Announcement for IT Technician**

**Job Description:**

Under the general direction of the Organized Village of Kasaan’s (OVK’s) Administrator the IT Technician (ITT), is responsible for all technology that OVK utilizes, and additional duties outlined below and any other duties as identified by the Tribal Administrator.  This position will be open until filled.

**Duties & Responsibilities:**

1. Confidentiality: All financial operations, business operations and political matters of the tribe will be kept strictly confidential.
2. Excellent communication skills with a commitment to understanding employee needs
3. Ability to provide effective, strategic advice on the use of technology to achieve shared goals
4. Management skills needed to oversee IT initiatives and collaborations with various technical needs for staff
5. Effective and efficient time management on independent projects
6. Design skills needed to help manage and direct staff on all programs including design capabilities and to help meeting designing needs
7. Commitment to supporting new technology implementation
8. Patience and ability to train users in both new and existing IT systems
9. Constant willingness to aid and assist with technical issues
10. Problem solving skills to revise existing systems and suggest improvements
11. Ability to produce concise yet thorough reports within the Administration Department and for other teams as needed
12. Keep systems up to date through operating systems upgrades
13. Monitor networking equipment and servers
14. Monitor web performance, network availability, and security
15. Oversee troubleshooting for system errors and network issues
16. Provide technical support either by phone, remote access, or site visits as needed
17. Respond to IT issues, hardware maintenance, software, networking, etc.
18. Set up equipment for new users
19. Install, test, and monitor servers, firewalls, and new software
20. Perform data backups
21. Install and update network system improvements as needed
22. Additional Duties as directed by the Tribal Administrator

**Skills & Abilities:**

1. Valid Alaska Driver’s License
2. Ability to adapt quickly to changing environments
3. Demonstrated ability to work independently and collaboratively
4. Ability to physically stand, bend, squat, and lift equipment
5. Proven ability to troubleshoot hardware, software, and network issues quickly and effectively
6. Highly experienced with various operating systems and databases
7. Critical thinking skills with strong problem-solving abilities
8. Excellent communication and presentation skills
9. Pleasant demeanor and strong customer service skills
10. Solid interpersonal skills
11. The willingness to research and learn current and new applications, software, information, equipment, and upgrades
12. Ability to troubleshoot and resolve multiple issues
13. Ability to multitask, prioritize, and manage time efficiently

**Qualifications:**

* + 1. Minimum Qualifications: High School Diploma/GED
    2. Intermediate knowledge of technology
    3. Salary: DOE
    4. Native Preference will apply

**Benefits:**

* 1. 80 Hours of Wellness Leave after 90-day Probationary Period
  2. Traditional/Cultural Leave