



## Menominee Casino Resort

### 2nd Posting

**Position** IT Network Administrator

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ Negotiable - based on Education & Experience

**Date Posted** Thursday, May 20, 2021 8:00:00 AM

**Date Closed**

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

Under the direction of the IT Director, this full time position is responsible for design, implementation, configuration, monitoring, documentation, and maintenance of software and hardware required for operation of Menominee Casino Resort's [MCR] supported networks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform design, administration, implementation, troubleshooting, maintenance, and upgrades of the LAN, WAN, and WLANs including switches, routers, firewalls, WAPs and other network-related devices.
- Provide expert level support to service desk staff for end user issue resolutions.
- Ensure network resiliency for all critical systems and perform periodic tests of the backup systems to ensure redundancy and recoverability procedures.
- Ensure all patches, updates and upgrades are installed on all network devices on a regularly scheduled basis.
- Perform routine assessments of network infrastructure and make recommendations on upgrades and new technology.
- Maintain relationships with ISP, equipment vendors, and consultants.
- Develop and maintain network architecture diagrams and assist with keeping other documentation current.
- Monitor, respond and provide resolution for all network-related problems.
- Lead projects to implement new technologies including product selection, implementation, and training.
- Perform root cause analysis to prevent and remediate chronic issues.
- Participate in the execution of business continuity / disaster recovery activities.
- Provide primary backup support for the System Administrator and assist in the installation of new equipment and services as needed.
- Upon familiarization of systems, may be required to share on call duties with the rest of the IT Staff as well as provide level II infrastructure support as required by other technicians during normal business hours as well as after hours.
- Perform any other duties as assigned by the immediate supervisor.

### QUALIFICATION REQUIREMENTS

- Must be at least twenty-one (21) years of age and able to withstand a thorough background check as required by all gaming employees.
- Must not have been convicted of a felony, shoplifting, or stealing within the past five (5) years.
- Must be approved for and maintain a valid gaming license.
- Preference given to qualified Menominee or other Native American applicants.

### EDUCATION and/or EXPERIENCE

Minimum Qualifications: \*[HSD, GED, or HSED] and must have an Associate's Degree in Computer Science or Computer related field.

\*Must have 5 years of experience in Network Administration.

Preferred Qualifications: \*Bachelor's Degree in Computer Science or Computer related field from an accredited school.

\*8 years of experience in Network Administration.

\*1 year of experience in regulated gaming.



**MENOMINEE**  
CASINO RESORT

## **Menominee Casino Resort**

### **SPECIAL QUALIFICATIONS**

- Excellent balance of technical qualifications and core competencies that complement and strengthen the team and company.
- A good work record in previous positions, have excellent communication skills, follow-through, and ability to build trust, confidence, and resolve conflicts.
- Strong knowledge and experience with LAN/WAN architecture and best practices within peer-to-peer or client/server environments. Deep understanding of the OSI model, IP addressing, VLAN, switching and routing.
- Excellent troubleshooting skills.
- High level of self-motivation with the ability to work well independently and in a collaborative environment.
- Ability to examine and develop a strong understanding of the business to support and enhance the IT experience of both guests and internal peers.
- Experience managing Cisco, HPE/Aruba, Ruckus, and Palo Alto or similar enterprise products.
- Strong knowledge and experience with TCP/IP protocol, DHCP, DNS, Active Directory, RADIUS and VPN.
- Professional attitude, demeanor, and appearance.
- Must have a valid WI driver's license and phone.

### **CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

"In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret simple documents, such as safety rules and regulations, technical procedure manuals, instructions, and basic correspondence, reports and memos. Ability to respond to common inquiries or complaints from system users. Ability to effectively present information in one-on-one and small group situations

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\*While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

\*The Employee is frequently required to lift and/or move up to twenty-five pounds, occasionally lift and/or move up to fifty pounds, and infrequently lift and/or move up to one hundred pounds.

\*Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

\* The Employee is frequently required to risk danger of electrical shock and/or radiation (from computers).

\* The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.