



Human Resources Department

Job Opportunities

Title: Network Administrator I
Department: IT Department
Opening Date: June 2, 2009
Closing Date: Until Filled
Gaming License Required: Yes
Positions Available: 1 Full-Time
Pay Rate: Salaried
Shift: Varies

Job Summary: This position performs the installation, configuration and troubleshooting of the internal and external networks, telecommunications, associated software and hardware, system applications, security, and configurations. Maintain the disaster recovery plan. Performs the backups and the recovery with all networks for all application systems and data. Installation of new software releases, system upgrades, and installs patches. Resolves software related problems. Maintains and monitors all equipment of the networks. Performs work related to the internal and external networks of IMG, Travel Center and Ski Apache; Performs work related to the operating platform systems, backup systems, active directory, domain controllers, email system, and servers; Performs work with Internet, Intranet, Telecommunication, VOIP, VLANs, Ethernet and Frame Relay, TCP/IP, DHCP/STATIC, DNS.; Performs work for the wireless system, web service, and LANs/WANs ; Performs work with Cisco switches, Cisco firewalls, and Cisco Call Manager system; Performs work for VPN remote system and account accesses, including dialup and SSL; Performs work and controls diagnostic testing and troubleshooting for networks; Performs work for implementation and maintaining of all new hardware and software on networks and telecommunication; Performs work for the testing environments of networks; Support requirements for all IT disaster recoveries, standard/testing recoveries and backups; Performs work for the security and access levels of all accounts related to the Active Directory and Email system; Performs work to support IT Help Desk Center. Support requirements for escalation procedures; Ability to communicate, address and work with equipment vendors; Maintains security and integrity of network and systems; Maintain Confidentiality.

Job Qualifications: High School Diploma; Must currently possess Certification with Cisco Networks (CCNA) and/or Microsoft (MCSE, MCP); 3 years or more experience with Casino/Hotel Resort, networks and infrastructures; Required to have a solid understanding of operating platform software systems; Required to have a solid understanding of Network Active Directory and MS Exchange mail System; Proficiency in Microsoft 2003 Server, Windows 2000/XP, Microsoft Exchange Server 2008; Required to be "on call" for 24 hour availability; Required to adhere to all business and IT policies and procedures; Must have a strong customer focus and demonstrate ability to work within a team environment; Must have a commitment for high service quality and customer satisfaction; Must work well under pressure and strong multi-tasking skills, including being a logical thinker; Desired Bachelor's Degree related to technical field; Desired to have certifications for A+, Dell Service Authorization, HP Service Authorization; Desired to have knowledge and experience with IBM iSeries / AS400 platform, VOIP, multi-line phone systems and network security systems.