

NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION
JOB ANNOUNCEMENT

ANNOUNCEMENT NO.: HQ-96A-11-021
TITLE: Systems Administrator (Exempt)
SALARY: \$25.56 w/ excellent benefits
LOCATION: Data Center Division – Shiprock, New Mexico
OPENING DATE: January 30, 2012
CLOSING DATE: February 17, 2012



MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Computer Science, Business Administration or equivalent
- 3-5 years experience in System Design
- 3-5 years experience in comprehensive computer systems
- Supervisory experience required
- Knowledge & Experience in Data Center Operations
- Knowledge & Experience in Power Distribution Systems
- Knowledge in utility operations preferred
- Must be ambitious, enthusiastic, a self-starter, an innovator, organized and be able to work well under pressure of multiple deadlines and assignments. Exceptional time management, strong interpersonal skills, problem solving, decision-making, team player and leadership qualities essential.
- Valid Driver's License (subject to motor vehicle review)

JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES:

- Assigns appropriate tasks to technical staff members within the Data Center and ensure tasks are done on time.
- Plans, develops and coordinates maintenance and developmental projects for the Data Center infrastructure
- Enforces policies and procedures to ensure the integrity and privacy of data and maintain physical security of data center facilities.
- Responsible for all operations and support issues involving the Data Center operations.
- Monitors environmental, power, and enterprise systems to ensure data center integrity and functionality
- Responsible for Change Management adherence in all Data Center functions. Provides coordination and enforcement of Change Management policies.
- Work with stakeholders coordinating technology implementations.
- Reviews and approves all hardware installations and modifications
- Coordinates implementation of short- and long-term strategic plans to ensure infrastructure capacity meets existing and future requirements
- Supervise 24/7 environment to provide for staffing and problem resolution.
- Identify problem area trends and recommend solutions
- Performs all functions of personnel management of department employees.
- Ensure all staffing and operational needs are met to maintain availability and efficient operation of data center.
- Assists departments and stakeholders in their functional needs.
- Performs other duties as assigned or requested.

TO APPLY: The following documents must be entirely completed to be considered for employment:

- ✓ NTUA Employment Application
- ✓ Authorization for Release of Information form
- ✓ Copy of Degree Received
- ✓ College Transcripts

Submit documents to Human Resources, PO Box 170, Fort Defiance, AZ 86504. The completed employment application and Authorization for Release form must be received by NTUA by **5:00 pm on February 17, 2012**. For inquiries, call (928) 729-6252 or to apply online, please visit our website @ www.ntua.com.

The selected candidate must successfully complete a pre-employment Drug Test, Physical Examination.

NTUA'S Mission: "To provide Safe & Reliable services to our customers that exceeds their expectations."

Navajo Preference

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act.