



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** IT SUPPORT SPECIALIST

**SUPERVISOR:** IT MANAGER

**OPEN:** UNTIL FILLED

**SALARY:** \$40.00-\$49.00 HOURLY 1 FTE DOQ/DOE

**REPRESENTATIVE DUTIES INCLUDE:** The IT Support Specialist will be responsible for the management, support, and optimization of IT infrastructure in a fast-paced medical clinic environment. This includes maintaining servers, networks, security systems, and electronic health record (EHR) systems to ensure seamless daily operations.

**Network and System Administration:**

- a. Install, configure, and maintain servers, workstations, and network devices to ensure the clinic's IT infrastructure is secure and efficient.
- b. Monitor system performance, resolve issues, and ensure that servers and networks operate optimally.

**MINIMUM QUALIFICATIONS:**

**Education:**

- a. Bachelor's degree in computer science, Information Technology, Health Informatics, or a related field.
- b. Relevant certifications may be considered in lieu of formal education.

**Experience:**

- a. 3+ years of experience as a Systems Administrator, IT Support Specialist, or similar role, preferably in a healthcare environment.
- b. Strong experience with EHR systems (e.g., Greenway, Citrix, Dentrix and MiPacs), including administration and troubleshooting.
- c. Experience managing both on-premises and cloud-based IT infrastructure.
- d. Previous experience with HIPAA-compliant IT practices and data security protocols.

**Technical Skills:**

- a. Proficient in Windows and Linux server administration, including Active Directory, SQL Server, and backup solutions.
- b. Strong understanding of networking concepts, including TCP/IP, DNS, DHCP, VPNs, and firewalls.
- c. Familiarity with database management and reporting tools, especially those used in healthcare environments.
- d. Experience with virtualization technologies (e.g., VMware, Hyper-V) and cloud platforms (e.g., AWS, Microsoft Azure).

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively

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represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_