

August 2, 2024

Dear Team,

I am happy to announce a new job opening within at QVIR. We are actively seeking a talented individual to join our team as our Desktop Support/System Administration Technician. This is an exciting opportunity for growth and impact.

Here are the details:

- **Job Title:** Desktop Support/System Administration Tech
- **Department:** Onsite
- **Location:** Tribal Offices

Application Process and Deadline:

- Interested candidates should submit their resumes and a brief cover letter explaining their interest in this position.
- Please email your application to:  
[HumanResources@qvir-nsn.gov](mailto:HumanResources@qvir-nsn.gov).

Internal Applicants:

- Current employees are strongly encouraged to apply. If you believe you are a good fit for this role, don't hesitate to express your interest.

External Position:

- While we value internal growth, we will also be posting this position externally. Feel Free to share this opportunity with qualified individuals outside our organization.

For a detailed job description, please refer to the attached Job Description, and a QVIR Job Application is attached.

If you have any questions or need further information, feel free to reach out to your Department Manager or our HR Team.

Sincerely,  
QVIR HR Team



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Desktop Support/System Administration Technician  
**Department:** IT  
**Primary Location:** Onsite  
**Classification:** Regular, Full-time  
**Reports to:** IT Director  
**Salary:** DOE (Wage Range: \$20-\$30/hour)

### POSITION SUMMARY:

The IT Desktop Support / System Administration Technician will be responsible for maintaining, upgrading, and managing our software, hardware, and networks. The role requires an individual who can efficiently solve technical problems, provide excellent user support, and manage system configurations and performance.

### DUTIES AND RESPONSIBILITIES:

- Maintain, upgrade, and configure desktop computers, laptops, printers, and other peripheral devices.
- Provide technical support to users regarding software and hardware issues.
- Install, configure, test, and maintain operating systems, software, and hardware.
- Monitor and maintain network performance.
- Create and maintain user documentation and training materials.
- Server and Office 365 administrative duties.

### REQUIRED QUALIFICATIONS:

- Associates or Bachelor's degree in Computer Science or related field.
- Proven experience as a Desktop Support Technician.
- Knowledge of hardware, software, and computer networks.
- Strong problem-solving and troubleshooting skills.
- Ability to work independently and as part of a team.
- Excellent communication and customer service skills.
- Ability to work in various conditions and lift equipment up to 40 pounds.
- Effective communication and public speaking skills.
- Must be able to pass a background check.

Desktop Support/System Administration Technician  
IT

- Must adhere to tribal drug and alcohol policy.
- Must have a valid Driver's License and be insurable by the Tribe.
- Skill and experience in functioning in a multi-disciplinary team environment.
- Strong work ethic, reliability, and a positive attitude.

**Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

**Veteran Preference:**

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name	Signature	Date
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Approved:

Tribal Administrator	Signature	Date
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Business Council	Signature	Date
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