

# WILD HORSE PASS

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## DEVELOPMENT AUTHORITY

### Network Associate

LOCATION:	Wild Horse Pass Corporate Center
COMPENSATION:	\$45,115-\$59,421 Annual (TBD)
HOURS OF WORK:	40 hours per week, full-time
FLSA STATUS:	Exempt
SUPERVISORY:	No
REPORTS TO:	IT and Systems Administrator

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#### **Position Summary:**

This position supports the hardware and software inclusive of the local networks. The position is responsible for maintenance, problem resolution, and general support of all network infrastructure including but not limited to IP Video, Access Control, Wireless Networks, and network cabling systems. Network setup and active support of live and company events. Test and troubleshoot network cameras, access points, and Wi-Fi antennas to maintain a high level of service.

#### **Job Duties & Responsibilities:**

- Coordinate and communicate planned upgrades, enhancements, and maintenance for the network infrastructure.
- Provide operational support for the IT network infrastructure.
- Collaborate with third-party support and service vendors to ensure that the network stays operational.
- Maintain and write documentation related to network infrastructure and procedures.
- Demonstrates proficiency in IT tools including monitoring, backups, network management, and inventory management tools.
- Install, support, and maintain hardware and software infrastructure including routers, switches, wireless access points, wireless controllers.
- Monitor network usage and work closely with colleagues to meet team goals.
- Willingness to regularly work outside of normal business hours, when required, for support and implementations.
- Provide first level support for network and service-related problems.
- Participate in 24x7 on-call support, when necessary, in resolving technical issues.
- coordinate, and implement network security measures to protect data, software, and hardware.
- Assist employees by answering questions related to procedures and services.
- Complete work in a timely and accurate manner while providing good customer service.
- Participate in IT infrastructure project design reviews and ensure network architecture goals and requirements.
- Research and recommend technologies to keep products up to date with industry trends.
- Pull cables for video distribution, or category 6 cable, or other low voltage wire.
- Troubleshoot computers, peripherals, and network equipment.

#### **Key Qualifications – Education & Work Experience:**

- Remain current on emerging technologies.
- Knowledge of Cabling and fiber installation and testing
- 1 to 2 Years of professional work experience in networking and cabling systems.

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- 1 to 2 years of professional work experience or coursework studying with Windows, Mac, and iOS systems.
- Proficient with office productivity products from Microsoft including but not limited to, Outlook, Excel, Word, and Access.
- Demonstrated knowledge of a broad range of network protocols, including, DNS, DHCP, NTP, FTP, HTTP/HTTPS, SMTP.
- Bachelor's degree in computer technology with an emphasis on networking is preferred.
- Knowledge of SonicWALL preferred

### **Knowledge Skills & Abilities:**

- Friendly and professional demeanor
- Exhibit a high level of professionalism
- Ability to work independently with minimal supervision
- Ability to work designated schedule
- Ability to work nights and/or weekends
- Ability to work overtime as needed
- Ability to speak to both technical and non-technical people on technology matters
- Ability to work on a 12-foot ladder and operate a scissor lift/ bucket truck
- Must be able to communicate effectively both verbally and in writing
- Participate in and contribute to a team environment
- Demonstrated ability to operate in a cross cultural and complex environment
- Knowledge of and understanding of correspondence requirements in a political environment
- Basic math skills and calculations (e.g., Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs)
- Must act with diplomacy and tact
- Knowledge of appropriate safeguards for protecting confidential data
- Demonstrate the ability to multi-task
- Demonstrate organization and time management skills
- Must have ability to exercise sound independent judgment

**Computer Skills:** Microsoft Word; Microsoft Excel; Microsoft Outlook; Internet Explorer; basic knowledge project management software.

**Language Ability:** Ability to read and comprehend simple/complex instructions, correspondence, and memos. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write internal and external correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

**Math Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in all formats and deal with both abstract and concrete variables.

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**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit for an entire shift/extended period of time. The employee occasionally is required to stand; and bend, climb, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 15 pounds, and occasionally lift and/or move up to 50 pounds.

**Working Conditions:** 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 noise level in the work environment is usually moderate.
- This position has no supervisory responsibilities.
- No overnight travel is expected for this position.
- There will be local day travel.

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*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.*

*The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.*

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**If you are claiming Preference in one or more of the following categories, please attach a copy of the required documentation to Resume & Application.**

In accordance with the Gila River Community's Policy regarding Indian Preference, Wild Horse Pass Development Authority "WHPDA" will give preference to qualified applicants in the following order:

1. Enrolled GRIC Members (with proof of enrollment).
2. Members of a Federally recognized Indian Tribe.
3. Spouse of an enrolled GRIC Member.
4. All Others.

**\*\*Job Posting is for Native American Applicants only\*\***

**Job posting will be open to all others May 7, 2021.**

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## DEVELOPMENT AUTHORITY

**Questions – Contact:**

Human Resources

Email: [Careers@wildhorsepass.com](mailto:Careers@wildhorsepass.com)

**Submit Resume and Cover Letter to:**

Human Resources

5350 North 48th Street, Suite #310

Chandler, Arizona 85226

**Position Posting Closes:**

When filled

**Employee Acknowledgment:**

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

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_