Job Title: **Assistant Network Administrator**
Department: Information Technology (IT)
Reports to: Senior Network Administrator
FLSA Status: Non-Exempt
Salary Grade: $34.13 – $47.78
Location: Coos Bay

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Senior Network Administrator, the Assistant Network Administrator will support the day-to-day operations of network infrastructure, operations, and upkeep. The Assistant Network Administrator ensures networks run efficiently by proactively mitigating issues, maintaining tasks, and upgrading hardware and software.

The ideal candidate has a strong foundational understanding of networking concepts, is eager to learn, and thrives in a collaborative environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the installation, configuration, and maintenance of network hardware and software (e.g., routers, switches, access points, and firewalls) with a primary focus on Layers 1 and 2.
2. Support daily operations of network infrastructure.
3. Troubleshoot network issues to provide optimal network uptime and end-user connectivity.
4. Assist with cabling, configuration, and deployment of LAN/WAN hardware and infrastructure.

5. Perform routine maintenance tasks such as updates, patches, and configuration changes to network devices.
6. Provide Tier 1 technical support and act as first escalation point for Help Desk on network-related incidents.
7. Draft and maintain detailed documentation.
8. Conduct network discovery and assessments, including inventory of devices, configurations, IP schemas, VPNs, and circuit details.
9. Perform after-hours and remote work as needed to support maintenance windows and project requirements.
10. Collaborate and cross-train with other IT staff to ensure operational continuity and redundancy.
11. Stay updated with the latest technologies, trends, and best practices in network administration.
12. Other duties, as assigned.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, standing, walking, sitting for extended periods of time, raising or lowering objects, stooping, kneeling, crouching, crawling, and occasionally requires lifting to 50 pounds. Requires occasional climbing or balancing. Work is generally performed in an office setting and occasionally outdoors. Occasional evening work will be required. Local travel is frequently required; statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills, including the ability to explain complex technical concepts clearly.
2. Strong interpersonal skills for team building, cooperative problem-solving, and fostering productive relationships across departments.
3. Ability to maintain a pleasant, helpful attitude and manage stressful or emotional situations professionally.
4. Ability to foster an inclusive workplace that values diversity and individual differences.

5. Skills to facilitate collaboration and provide constructive feedback, supporting learning through formal and informal methods.
6. Demonstrated ability to make independent decisions within established policies and procedures.
7. Strong analytical and problem-solving skills; results-driven approach with sound risk assessment.
8. Excellent organizational skills with acute attention to detail.
9. Ability to prioritize and manage multiple tasks under strict deadlines while working independently and taking ownership of projects.
10. Proven experience in IT with strong knowledge of computer hardware and operating systems (Windows, Linux).
11. Familiarity with OSI and TCP/IP networking models.
12. Understanding of DNS, DHCP, some knowledge of BGP and OSPF preferred, but not required.
13. Ability to read, understand, and write technical documents and manuals.
14. Basic understanding of CLI configuration and troubleshooting.
15. Ability to perform system configurations on networking equipment.
16. Computer literacy in software such as word processing, spreadsheets, and databases.
17. Discretion in handling sensitive and private information across networks.

QUALIFICATIONS

1. High School Diploma or equivalent with 1-3 years of network administration experience required. An associate's degree in a related field is preferred. A combination of formal education, training, and related work experience may be considered.
2. Relevant certifications (CompTIA A+, CompTIA Network +, CompTIA Security +) preferred.