

HOULTON BAND OF MALISEET INDIANS

Job Description

Tribal Council Approved:

Systems Administrator II

STATUS: Full Time – 40 hours per week

PAY SCALE: \$27.40-\$29.81

SUPERVISED BY: Tribal Administrator

ROLE: The person in this role will work with the Systems Administrator I with the Tribal Management Information Systems and they will serve as technical support for all HBMI computer systems to ensure that all systems are functioning at optimum levels and work with the Site Administrator I for the RPMS system.

POSITION RESPONSIBILITIES:

1. Serve as technical support for all HBMI computer systems, telephone systems and time clock systems to ensure that all systems are functioning at optimum levels.
2. Work closely with all HBMI Departments to maintain a “user friendly” computer network system.
3. Site Administrator for RPMS system.
4. Support Health Department staff on RPMS Applications & serve as liaison between the Health Department systems and Nashville Area office support Department.
5. Possess thorough understanding of the installation, operation, and system management of the HBMI network.
6. Assess the HBMI staff’s technology training needs and conduct and/or schedule training.
7. Conduct ongoing assessment of HBMI computer systems to pinpoint problem areas and develop resolutions to computer needs.
8. Maintain inventory, maintenance, and warranty records of all HBMI computer systems, hardware, software, and peripherals.
9. Monitor maintenance of all equipment.
10. Possess skills to perform routine diagnostic and maintenance on hardware.
11. Conduct presentations and in-service training for HBMI staff in the utilization of computer technology.
12. Coordinate and standardize HBMI computer operations and procedures such as: standardize organization wide software installations, upgrades and replacements.
13. Assess computer technology needs and advise HBMI of future requirements and modifications.
14. Coordinate development and implementation of long-range technology plan, i.e. to include industry dictated changes in Health Clinic Application and Financial /Accounting systems.
15. Achieve and maintain proficiency in the use of all HBMI supported software.
16. Possess the knowledge to write specifications for a network to insure appropriate and accurate acquisition of hardware/software.
17. Stay abreast of current developments, events, and trends in the field of technology.
18. Enhance and maintain the HBMI Tribal Website, recommending and implementing changes which could directly improve organizational and community programs

19. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function

MINIMUM QUALIFICATIONS:

- Degree in Computer Science, Systems Information or related field preferred
- Five years' experience in computer technology and computer systems
- Proven knowledge of current computer technology
- Knowledge of Current operating systems, Windows, Networks, Internet, LAN, Local Area Networks, Wide Area Networks, and Remote Access Services.
- Experience in Website design
- Successful completion of a criminal background investigation.
- Ability to travel and attend trainings in and out of the State of Maine.
- Current Motor Vehicle Drivers License

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	O	<u>Lift/Carry</u>		
Keyboarding	C	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until a close of business on October 5th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.