Employee Requisition Form

Position to Be Filled: IS NETWORK ADMINISTRATOR

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by providing information system support to all the divisions of the Tachi Hotel & Casino under the general direction of the Director.

Required Qualifications / Essential Duties:
- Provide quality information system support to the Casino and Resort operations by working with all the divisions to analyze, identify, and implement programs and systems necessary to support this multimillion dollar, complex casino, entertainment and resort operation. Systems will include financial, human resources, marketing, sales, facilities, security, risk management, customer satisfaction in addition to those needed for Table Games, Slots, Hotel and Resort, and Food and Beverage.
- To enforce changes made to the WAN, LAN, network, or domain are documented and approved by IS Management.
- Manage LAN/WAN network security for the entire company; this includes local and remote secure access to in-house servers, applications, and other resources. Identify, resolve, and report security violations to protect and prevent network resources and data from unauthorized users in a timely fashion.
- Monitors and manages system resources, including CPU usage, disk usage, tape backup systems, and response times to maintain operating efficiency.
- Performs systems backups and recovery procedures.
- Writes or modifies basic scripts to resolve performance problems and automate systems administration tasks.
- Administrates disaster recovery testing.
- 2 year degree or equivalent in work experience and education
- 4 year networking and information system experience; MCSE and/ or MCP certification
- PC repair and installation experience
- Concepts and administration of computer and network operating systems and applications
- Practices and methods of systems administration and maintenance
- Network architecture, design, integration and protocols including TCP/IP and bridging.

Reports To: IS Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40 hours plus

Date Needed: ASAP

Filling Deadline: Open Until Filled

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Recruitment Representative   Date Posted
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