



## PUEBLO DE SAN ILDEFONSO

Human Resources Department

02 Tunyo Po

Santa Fe, NM 87506

### JOB VACANCY ANNOUNCEMENT

Wednesday, March 07, 2018

The Administration currently has an Information Technology (IT) Support Technician position available.

**INFORMATION TECHNOLOGY SUPPORT TECHNICIAN:** Under limited supervision of the Tribal Services Director, maintains the computer network system of the Administration of Pueblo de San Ildefonso. Manages the day-to-day-operations of the information technology needs and project coordination. Provides advanced technical assistance and advice to the various programs and department managers, staff, upper management and the Governor. Creates strategic plans and develops the technological efficiency for the government. Ensures compliance with applicable regulations and restrictions. Provides strategic consultation. Duties include installation, configuration, monitoring, updating, troubleshooting.

**MINIMUM QUALIFICATIONS:** Bachelor of Science Degree in Information Management, Computer Science or related field; and three to five (3-5) years of relevant experience to the duties and responsibilities outlined required. An equivalent combination of education and experience will be considered. Good written and verbal skills. Good people skills. Excellent organizational skills. Proficiency in MS Office software. Ability to perform quality work under pressure, meet deadlines and maintain confidentiality. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. Must pass a background check.

**APPLICATION:** A job description and application are available in the Human Resources office. Downloadable applications are available on our web site at [www.sanipueblo.org](http://www.sanipueblo.org). Submit your resume and application to the Human Resources office; via e-mail to [karquero@sanipueblo.org](mailto:karquero@sanipueblo.org) or fax to (505) 455-4149. Call (505) 455-4112 with questions about this position.

**DEADLINE FOR APPLYING:** Wednesday, March 21, 2018