



# ROCKY BOY HEALTH CENTER

# EMPLOYMENT ANNOUNCEMENT

**POSITION:** SYSTEMS ADMINISTRATOR  
**SUPERVISOR:** DIRECTOR OF IT SUPPORT SERVICES

**DEPARTMENT:** IT SUPPORT SERVICES  
**SALARY:** AS STARTING \$20.99  
BS STARTING \$23.09

**CLASSIFICATION:** REGULAR, FULL-TIME  
**OPENING DATE:** MARCH 14, 2024

*SALARY RISES BASED ON EXPERIENCE*  
**CLOSING DATE:** OPEN UNTIL FILLED

**MAJOR DUTIES:**

- Install, configure, and maintain hardware and software components of our IT infrastructure, including servers, storage devices, networking equipment, and operating systems.
- Monitor system performance and troubleshoot issues to ensure optimal operation and minimal downtime.
- Implement security measures to protect the organization's systems and data, including firewalls, antivirus software, and access controls.
- Perform regular backups and implement disaster recovery plans to safeguard against data loss and system failures.
- Collaborate with other IT team members to design and implement system upgrades and enhancements.
- Provide technical support to end-users, including resolving hardware and software issues and assisting with system configurations.
- Document system configurations, procedures, and troubleshooting steps to ensure knowledge transfer and continuity of operations.
- Stay informed about emerging technologies and best practices in system administration and make recommendations for their implementation.
- Other duties as assigned.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

**MINIMUM QUALIFICATIONS:**

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Associate's degree in Computer Science, Information Technology, or related field, or equivalent work experience.
- Proven experience in system administration, with a strong understanding of server and network infrastructure.
- Proficiency in installing, configuring, and troubleshooting Windows and Linux operating systems.

**DESIRED QUALIFICATIONS:**

- Bachelor's degree in Computer Science, Information Technology, or related field, or equivalent work experience.
- Experience with Resource Patient Management System (RPMS).
- Excellent communication and interpersonal skills, with the ability to effectively collaborate with team members and communicate technical concepts to non-technical stakeholders.
- Industry certifications such as CompTIA Server+, Microsoft Certified Systems Administrator (MCSA).

**APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:**

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.*

*ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

**SUBMIT APPLICATION:**



In Person

Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

[rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

**APPROVED FOR ADVERTISEMENT:**

DocuSigned by:

*Joel Rosette*

3118694485969401...

Joel Rosette,  
Chief Executive Officer