

JOB ANNOUNCEMENT

POSITION: Media Manager/Computer Lab Monitor

PROGRAM: Information Technology Department

SUPERVISOR: Computer Systems Administrator

SALARY RANGE: \$21.45-\$25.50per hour (Grade: 18, Step 01-08) **DOE**

CLASSIFICATION: Non-Exempt

LOCATION: Information Technology Department, Owyhee, NV

OPENS: November 19, 2025

CLOSES: December 4, 2025

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal, health-

related and personal data. This position provides computer support for the Shoshone-Paiute Tribes, to include access to financial data and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle (2). Hours will vary. Full time.

BASIC FUNCTION:

Incumbent will provide administrative support to IT Department functions, website and media management, will monitor Computer Lab when the Computer Lab Monitor/Technician assistant it out of the office and aid clients and support desk duties.

1. Proficient with website management and software applications, including but not limited to Photoshop, Adobe Illustrator, Adobe Acrobat Professional, InDesign, Microsoft Office Suite, Google workspace, web browsers, email and communication platforms.
2. Specialized skills in website content management: preferably Joomla and WordPress.
3. Must possess strong computer skills: Windows Operating system, managing files on computer, basic software and hardware trouble shooting; restarts, updates and connectivity checks.
4. Basic hardware knowledge; printers, laptops, cameras, microphones, modems, monitors and cables.
5. Strong organizational skills within an office and computer space.
6. Collaborate with programs and departments to ensure website design and functionality meet identified goals and needs.
7. Maintain a typing speed of 65 WPM or higher.
8. Post new job announcements to the website upon request from the Human Resources Department.
9. Remove job postings from the website promptly upon their closing date.
10. Add and remove approved messages on the marquee as required.
11. Maintain and update content on the Shoshone-Paiute Tribes' Facebook page and official website, including news, events, documents, photos and announcements.
12. Write and edit web pages, blog posts, and announcements across all Shoshone-Paiute Tribes digital platforms.
13. Upload content and verify the accuracy and quality of all images, documents, and multimedia.
14. Ensure all website content meets established formatting, branding, and professional standards.
15. Monitor website uptime and overall performance.
16. Assist with Facebook Live recordings, meetings, events, and various functions supported by the Tribal Organization.
17. Monitor activities within the Computer Lab to ensure proper use of equipment and resources.
18. Conduct routine and random computer history checks within the Computer Lab.

19. Provide support to Computer Lab users, including assistance with printing, website navigation, word-processing applications, and general computer use.
20. Collaborate with IT Department team members to troubleshoot and resolve technical issues.
21. Answer incoming calls in a courteous manner and direct inquiries to the appropriate technician or staff member.
22. In coordination with the IT Director and Computer Systems Administrator, oversee and manage website content, user experience, and the consistency of website architecture.
23. Perform other related duties as assigned.

DESIRED QUALIFICATIONS :

Associates of degree in Computer Science.

MINIMUM QUALIFICATIONS :

1. Must have a High School Diploma or have successfully completed the GED Program.
2. Must have a driver's license and willingness to travel on Department Training.
3. Ability to maintain good working relationship with co-workers and other employees of the Tribe.
4. Extensive knowledge of computer hardware and software, JAVA programming and HTML programming.
5. Website courses at a junior college or trade school.
6. Certifications in Website Design or Website Developer.