



*Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715)634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

Job Description

Web Designer - Technician

Posting Date: May 11, 2022
Closing Date: Open Until Filled
Salary: \$23-\$29
Location: LCO Tribal Building
Reports to: IT Director

Summary:

Primarily supports Website development for the Tribes government and enterprises. The IT Specialist works with other IT personnel to maintain the computers, peripherals, network infrastructure, applications, and telephone systems. S/he is also responsible or assisting with A/V setup and maintenance for meetings and presentations.

Job Responsibilities:

- Perform help desk functions to include troubleshooting and correcting all problems related to hardware, software, network, and on-line systems
- Support current Microsoft (and Mac if applicable) operating systems
- Assist in setup, security, and maintenance of A/V (Audio-Visual) equipment
- Provide minor programming and design of spreadsheets and databases
- Maintain security and reliability of the network and its associated components
- Provide positive customer support and training to the end user
- Safeguard assets, keys, proprietary information, and other assigned properties within the department and businesses
- Perform cat5e or cat6 wiring and diagnostics
- Perform wire maintenance
- Participate in the “on-call” rotation
- Work a rotating schedule that may include weekends
- Keep up to date with relevant systems, hardware, and software
- If necessary, liaise with third-party software and hardware support and IT related equipment vendors
- Supporting the roll-out of new applications and hardware
- Working continuously on a task alone or in a team environment until completion (or referral to third parties, if appropriate)

*LCO Tribal Government
Human Resource Dept
IT Specialist – Web Master*

- Cross train with other IT department staff to continue to learn and assist with other IT processes
- Maintain websites and servers to meet user needs. Responsible for making sites easy to use, attractive and secure.
- Test websites across browsers, operating systems, and devices
- Debug pages and fix broken links or images
- Acts as liaison between the tribal departments and programs and the IT partners and vendors
- Perform other duties as assigned

Minimum Qualifications:

- Working knowledge of computer hardware and troubleshooting, windows and windows-based applications, and network technologies
- Two years' experience in a computer related field desired, preferably at a support level
- Excellent attendance record, have a positive attitude, have good communication skills, be well organized, and be customer service oriented
- Desirable; secondary education in a computer related subject, computer related certifications
- Desirable; Background in Tribal or Government programs; gaming operations
- Experience and working knowledge of network technologies
- Thorough knowledge of current MS Office products
- Familiarity with web standards
- Working knowledge of website management tools
- Proficient in HTML/CSS, XML; knowledge of SQL and JavaScript is preferred
- Associate's or bachelor's degree in a relevant field preferred
- Excellent communication and writing skills, including spelling, grammar, punctuation as well as composition, editing and proofing
- Adept at social media platforms and online content management systems
- Photography skills a plus
- Must be able to pass a pre-employment drug screen
- Must be able to pass a background check

APPLICATION PROCEDURE:

Submit **completed** LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797**

HR Fax (715) 699-1209

doreen.debrot@lco-nsn.gov

caroline.yellowthunder@lco-nsn.gov

*Tribal preference will apply to qualified applicants in accordance with the Lac Courte
Oreilles Policies & Procedures Manual.*