

YAKAMA NATION HUMAN RESOURCE DEPARTMENT  
JOB ANNOUNCEMENT



Announcement # 2012-153 Issue Date: 10-24-12 Closing Date: 10-30-12

**Technology Specialist**  
**Yakama Business Training and Technology Center (YBTTC)**  
**Department of Finance**  
**Hourly Wage: DOQ/Full-Time/Regular**  
**Location: Toppenish, WA**

Responsible for maintaining all technology hardware and software at the Yakama Business Training and Technology Center(s) Program (YBTTC). This will include updating the small business website links to new online information resources. Will be responsible to train program staff and participants.

**Knowledge, Skills and Abilities:**

- Knowledge of PC computer hardware, networking systems, and troubleshooting.
- Knowledge of Microsoft Office suite of software programs.
- Knowledge in web browsers and using the internet.
- Knowledge of developing and hosting website.
- Ability to train staff and participants in the use of technology.
- Ability to understand tribal government policies and procedures.

**General Recruiting Indicators:**

- Bachelors of Arts or Science degree in computers, technology or networking systems or related field, **OR** four years of progressively responsible technology work and experience and educational background demonstrating the ability to perform program responsibilities.
- Required to pass a pre-employment drug and alcohol test.

**Special Requirements:**

- Possession of a valid Washington State Driver's License and ability to obtain a Yakama Tribal Drivers Permit.