



AUDIO VISUAL & IT SPECIALIST

SALT RIVER FIELDS AT TALKING STICK

Spring Training Facility

Salt River Pima-Maricopa Indian Community

JOB DESCRIPTION

Definition: Under general supervision of the Salt River Fields at Talking Stick (SRFSTS) Controller, the Audio Visual & IT Technician is responsible for the day-to-day support of all audio video, information technology and other special systems. Duties include providing a seamlessly integrated system of support for all technology and equipment, including the network (WAN, LAN, & wireless), all network servers, desktop personal computers, office and print servers, all audio systems (ticketing windows, gate, stadium, weight rooms, locker rooms, etc.), conference rooms with projectors & screens, all Sony BRCH700 HD / Sony BRCH300 SD cameras connected to two MLB team supported BATS systems, the facility stadium broadcast infrastructure, an IPTV system with 180+ televisions, a stadium video production system, state of the art scoreboard, facility badge system, security camera system, hearing impaired system, financial system, two-way radio system and lighting system. **This job class is treated as FLSA Exempt.**

Essential Functions: Essential functions may vary among positions and may include the following tasks, knowledge, abilities, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not intended to be comprehensive listing performed by all positions in this classification.

Tasks:

1. Audio Visual & Special Systems:

- Audio Systems – Troubleshoots and maintains the stadium, clubhouses and ancillary field audio systems.
- Audio Visual equipment – Troubleshoots and maintains the clubhouse audio visual equipment in two rooms in each clubhouse (four projectors, screens, BluRay, and ancillary AV equipment).
- Video Coaching infrastructure – Troubleshoots and maintains the video coaching infrastructure (fiber and cameras) that connect to Teams' BATS systems including repeated camera removal and reinstallation.
- Scoreboard – Troubleshoots and working with vendor to ensure maintenance of main stadium LCD scoreboard and other ancillary field scoreboards.
- IPTV – Troubleshoots and maintains the IPTV system. Certain TVs must be removed at the end of Spring Training in order to protect them from the elements.
- Satellite & Cable TV – Troubleshoots DirecTV issues.
- Stadium Video Production System – Troubleshoots and maintains the Video Production System.
- Badge System & Security Camera– Troubleshoots and maintains the facility badge system and security camera system.
- Hearing Impaired System – Troubleshoots and maintains the ADA (Americans with Disability Act) hearing impaired system.
- Two-Way Radio System – Troubleshoots and maintains the two way radio systems to ensure functionality throughout the facility.

2. Local Area Network (LAN) & Wireless Area Network (WAN) Support:

- Provides full network support including troubleshooting and maintaining Cisco routers, switches, cabling, connectivity, firewalls and network configurations.
- Coordinates maintenance of the teledata infrastructure.

3. Server Support:

- Troubleshooting of all Server problems and failures

- Maintains existing Servers and related hardware and software.
 - Manages server security certificates.
 - Adds, moves and changes all user accounts and security permissions.
4. *Desktop & Laptop Support:*
- Develops and maintains desktop configurations for the PC environment.
 - Provides desktop support by troubleshooting, maintaining and installing the hardware and software typically associated with personal computers.
 - Troubleshoots all desktop and laptop problems and failures.
 - Resolves all software and hardware failures relating to desktop and laptop applications.
 - Installs new desktop user hardware and software.
 - Updates software and operating systems as appropriate.
 - Relocates and modifies hardware as requested.
 - Resolves software, hardware and operating system problems.
 - Wipes data and disposes of assets per STF policy.
5. *Blackberry Devices:*
- Work with telecom carrier to support Blackberries of various vintages.
6. *Internet Service Providers:*
- Works with Saddleback Communications and baseball clubs to resolve a variety of internet related service issues.
7. *Electronic Mail:*
- Creates, updates and removes user email accounts.
 - Supports management's protocol and policy development for use and retention of e-mail.
 - Configures MS Exchange to work with BlackBerry devices.
8. *System Support, MS Exchange, Financial System & Security System:*
- Coordinates support for servers dedicated to MS Small Business Server with Exchange, STF Financial System, STF security system, HVAC system, lighting system and other technology systems.
 - Ensures all servers are in excellent working order, deploys operating system security updates, maintains network configurations, hardware maintenance and installation of software patches, upgrades and fixes on the servers.
9. *Network Printers:*
- Provides support for all desktop and network printers.
10. *Equipment & Data Security:*
- Manages inventory control for all IT equipment and technology.
 - Manages software licensing.
 - Supports STF users for VPN connectivity.
 - Detects and prevents hostile intrusions.
 - Detects and removes spyware, viruses and other malware.
 - Researches and recommends solutions for encryption of laptop data.
 - Creates protocols for a folder system including folders that synchronize automatically and those that do not synchronize automatically (folder redirection for MyDocs w/ sync.).
11. *Data Backup and Recovery:*
- Provides backup and data restore design and execution services.
 - Routinely tests the backup system to verify proper operation including data verification on media. (remote management preferred).
12. *Timeclocks & Payroll:*
- Work with the SRPMIC Tribal Government in troubleshooting time clocks and payroll issues.

13. *Multimedia:*

- Supports the www.saltriverfields.com website.
- Develops multimedia materials including “flash” or “avi” to create advertising on IPTV.

14. *Miscellaneous:* Performs other job related duties as assigned by the Controller.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community.
- Knowledge in supporting AV equipment.
- Knowledge in supporting and maintaining servers, networks, and PC's.
- Knowledge of information security best practices.
- Knowledge of IPTV systems.
- Knowledge of camera recording systems such as BATS.
- Knowledge and operating experience with multimedia systems.

- Skill developing effective and successful working relationships with facility staff, the SRPMIC, Tribal Government, other SRPMIC enterprises, vendors and baseball organizations.
- Skill conceptualizing, developing, implementing and enhancing the facility's overall technology direction.
- Skill with problem solving and troubleshooting issues in a high pressure environment.
- Skill budgeting and tracking budget expenditures.
- Skill communicating effectively both verbally and in writing.
- Skill making quality presentations.
- Skill developing documentation of process and procedures.

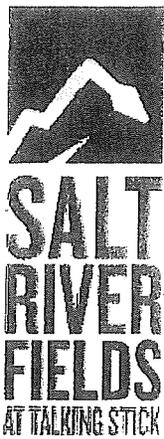
- Ability to support video production systems.
- Ability to support electronic scoreboards.
- Ability to support desktop PC systems.
- Ability to provide LAN and WAN support.
- Ability to manage the network data backup system.
- Ability to troubleshoot and support satellite and cable TV systems.
- Ability to troubleshoot and support the Hearing Impaired and Two-Way Radio, internet, Blackberry and e-mail systems.
- Ability to manage the facility's video production system.
- Ability to provide effective network security measures.

Qualifications:

- **Education and Experience:** A Bachelor's Degree from accredited college or university in Information Technology or a closely related field plus 5 years demonstrated successful and progressively responsible experience supporting networks, servers and desktops required.
 - Experience supporting audio and video production systems is required.
 - Experience supporting networks, servers and PCs is required.
 - Experience with multi-media development preferred.
- **Equivalency:** Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
- **Insurability:** Must possess a valid Arizona operator's license and be insurable under the tribal insurer requirements which are outlined as follows. Must be at least 21 years of age for all driving positions which require transporting others as a routine job duty. Driving disqualifications will occur if during the last three (3) years, the driver has any of the following convictions: for a felony; sale, handling or use of drugs; alcohol or drug related offense that is automobile related; three (3) or more speeding violations; more than two (2) speeding tickets in excess of 15 mph; one or more other serious violations. “Serious violations” are defined as: driving under the influence of alcohol/drugs;

violation for alcohol offence during use of a vehicle; failure to stop/report an accident; driving while impaired; making a false accident report; homicide, manslaughter or assault arising out of the use of a vehicle; driving while license is suspended or revoked; racing; attempting to elude a police officer. Other disqualifications would include having a driver's license suspended or revoked and involvement in two (2) or more chargeable incidents.

- **Special Requirements:** This position will be required to work beyond normal business hours including nights and weekends.
 - Must be able and willing to work a flexible work schedule.



SALT RIVER FIELDS AT TALKING STICK

APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES - COMMUNITY EMPLOYMENT - BUILDING #61
 10005 EAST OSBORN ROAD
 SCOTTSDALE, ARIZONA 85256
 MAIN: (480) 362-7907 FAX: (480) 362-5583
 EMAIL: CommunityJobs@srpmic-nsn.gov

POSITION APPLYING FOR _____

RATE OF PAY EXPECTED _____ DATE YOU CAN START _____

PERSONAL INFORMATION

NAME _____
Last First Middle

PHYSICAL ADDRESS _____
Street City State Zip

MAILING ADDRESS _____
Street City State Zip

PHONE NUMBER () _____ ALTERNATE NUMBER () _____

IF NATIVE AMERICAN, TRIBAL AFFILIATION _____ TRIBAL ENROLLMENT NO. _____

ARE YOU 18 YEARS OR OLDER Yes No E-MAIL ADDRESS _____

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE US? Yes No

DO YOU HAVE A VALID AZ DRIVER'S LICENSE? Yes No Please specify _____
License No. Type Exp. Date

HAVE YOU EVER BEEN EMPLOYED BY SRPMIC OR ITS ENTERPRISES: Yes No

If Yes, When _____ Where _____
Start Date End Date PROJECT/LOCATION

EDUCATION (Please Do Not Use "See Resume")

SCHOOL LEVEL	NAME & LOCATION OF SCHOOL	GRADUATED	CERTIFICATE/ DIPLOMA	MAJOR/ DEGREE	GRADUATION YEAR
HIGH SCHOOL/G.E.D.		Yes <input type="checkbox"/> No <input type="checkbox"/>			
TRADE/ BUSINESS SCHOOL		Yes <input type="checkbox"/> No <input type="checkbox"/>			
COLLEGE		Yes <input type="checkbox"/> No <input type="checkbox"/>			
GRADUATE SCHOOL		Yes <input type="checkbox"/> No <input type="checkbox"/>			

GENERAL

EMPLOYMENT OBJECTIVE: _____

LIST RELEVANT EXPERIENCE, SPECIAL TRAINING OR SKILLS: _____

EMPLOYMENT HISTORY: (Start With The Most Recent Job And Work Back)

ARE YOU EMPLOYED NOW? Yes No If Yes, may we contact your employer? Yes No

JOB TITLE _____ Starting Salary _____ Ending Salary _____
EMPLOYER _____
Name Street City State Zip
HIRE DATE _____ SEPARATION DATE _____
Telephone Number _____ Number of employees supervised _____
Supervisor's Name _____ Title _____
Describe Duties Performed _____

REASON FOR LEAVING _____

JOB TITLE _____ Starting Salary _____ Ending Salary _____
EMPLOYER _____
Name Street City State Zip
HIRE DATE _____ SEPARATION DATE _____
Telephone Number _____ Number of employees supervised _____
Supervisor's Name _____ Title _____
Describe Duties Performed _____

REASON FOR LEAVING _____

JOB TITLE _____ Starting Salary _____ Ending Salary _____
EMPLOYER _____
Name Street City State Zip
HIRE DATE _____ SEPARATION DATE _____
Telephone Number _____ Number of employees supervised _____
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Describe Duties Performed _____

REASON FOR LEAVING _____

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REFERENCES: List three persons not related to you, whom you have known at least three years

NAME	ADDRESS	PHONE NO.	OCCUPATION	YEARS KNOWN
1.				
2.				
3.				

OTHER

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?

YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES NO

If Yes, identify the crime for which you were convicted, the dates of the conviction and the location of the court in which you were convicted. Conviction of a crime will not automatically disqualify you from consideration for employment, but will be considered as part of an overall evaluation of your qualifications. Failure to list any convictions may be considered as falsifying your application.

CERTIFICATION AND AGREEMENT: (Read Carefully before signing)

I UNDERSTAND AND AGREE THAT:

1. Any misrepresentation or omission of facts in my application or any attachments to my application will result in refusal of employment services or if employed, termination from employment from the Salt River Pima-Maricopa Indian Community (SRPMIC) or Salt River Fields at Talking Stick (SRFTS).
2. It is my understanding that by submitting an application, SRPMIC/SRFTS may make a thorough investigation of my work, educational and personal history and may verify all data given in my application, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by SRPMIC/SRFTS, and I release from liability any person giving or receiving any such information. I understand that falsification will result in refusal of employment or, if employed, termination from employment.
3. I understand and agree that I will be required to take a pre-employment drug test at the hiring organization/companies expense, in addition to random or for cause testing, during my employment to determine if I am alcohol or drug free for the job I am responsible to perform. Failure to submit to such testing will result in termination.
4. I authorize any physician, including my personal physician, to release any information to SRPMIC/SRFTS, which may be necessary to determine my ability to perform assigned duties.
5. I agree to conform to all applicable rules, regulations, policies, and/or disciplinary procedures of the hiring organization/company. I understand that those rules, regulations, policies and/or disciplinary procedures are not intended by the hiring organization/company to create an obligation of continued employment.
6. I understand that this document is an application for employment services and continued employment is not being offered. I hereby understand and agree that my employment, both during and after probationary period, is for an indefinite period, and that nothing in this application or any other SRPMIC/SRFTS document shall be deemed to create any contract of continued employment between me and SRPMIC/SRFTS. I understand that my employment can be terminated at any time pursuant to the hiring organization/company policies and procedures. I understand and agree that any statements to the contrary, whether oral or written, are expressly disavowed and are not to be relied upon by me.

Applicant Signature

Date