



JOB DESCRIPTION

Job Title: Information Technology Manager	Department: Information Technology
Reports to: Tribal Administrator	Employment Status: Full Time
Classification: Exempt	Salary Range: 81 K-94 K
Supervisory Status: Yes	Revision Date: January 17, 2023

Summary:

The Tunica-Biloxi Tribe of Louisiana, a federally-recognized Indian tribe in east-central Louisiana, is expanding broadband access to increase digital literacy among its Tribal members. The Tribe is seeking to provide telehealth, remote learning, and job training services to the Tribal Community. Specifically, the Tribe proposes to enhance broadband access and adoption among its underserved members by (a) hiring information technology technicians to provide digital training and to help set up internet-connected computing equipment for Tribal members, (b) providing internet-connected computers and related equipment to Tribal members and serve as the helpdesk.

The Information Technology Manager is responsible for overseeing and implementing the Tunica Biloxi Tribe of Louisiana (TBTLA) strategic initiatives to bring affordable, reliable broadband throughout the TBTLA reservation. This position will engage private and public sector partners, align infrastructure deployments, develop and implement broadband policies, and oversee grant opportunities and current grant programs. This position will serve as an officer in the Information Technology Department and will supervise IT Technicians.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversees the TBTLA's broadband expansion efforts, including strategic planning, development, and deployment.
- Establishes partnerships with Internet Service Providers (ISP), Wireless Internet Service Providers (WISP), electric cooperatives, cities, counties, the state, and other stakeholders to advance the TBTLA's broadband and technology vision.
- Identifies, establishes, and implements broadband policies and best practices. Keeps apprised of technology advancements impacting strategy and investment in broadband infrastructure.
- Coordinates technology projects and planning activities with TBTLA staff and external organizations to ensure the timely completion of projects.
- Researches and pursues technology grant opportunities that align with TBTLA technology strategies.
- Provides expert advice in matters as they relate to governance, policy, and technological investment.

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- As subject matter expert advises the Executive team and other senior management officials on all matters related to information technology needs, information technology governance and acquisitions, infrastructure requirements, systems development, and related budgetary issues.
- Works with management to formulate the vision and strategy, short and long-range program policies, and budget plans for IT services based on response to input from the Tribal Leadership.
- Coordinates communication plan to reflect the advancement of broadband adoption along with promoting broadband affordability programs.
- Organizes, directs, and assigns the work of project teams as needed.
- Monitors and updates project status and schedules while tracking budget information and maintaining information in various software applications or databases.
- Develops a request for proposal (RFP), manages responses, analyzes results, presents findings, and arranges for demonstrations as applicable.
- Leads TBTLA's digital equity and digital literacy efforts to assist citizens with connectivity.
- Performs other duties as may be assigned.
- Leads the overarching goals in providing broadband services to Tribal households to increase overall broadband use and adoption and allow household members to access online services, such as telehealth, remote learning, and telework, apply for jobs and public assistance online and receive virtual job training.
- In this position the manager will work to find and secure Grant funding for continuation of services and departmental expenses including but not limited to personnel cost.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from a 4-year college or university in Computer Science, Computer Information Systems, or Business or Public Administration; or six (6) years of related experience; or an equivalent combination of education and experience.

EXPERIENCE REQUIREMENT

An additional five (5) years of experience in a related field. Experience in broadband and/or telecommunications industry, or equivalent Information Technology experience, preferred. Experience in grants management preferred.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Accounting software, Database software, Project Management software, Spreadsheet software, and Word Processing software.

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Certificates and Licenses:

Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets the requirements for TBTLA underwriting rating.

Supervisory Responsibilities:

Supervisory responsibility (i.e. lead position).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending and sitting for long periods of time. The employee must be able to lift up to 25 pounds unassisted. Candidates must have good eye and hand coordination.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.

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