



Job Position: Information Technology Director	Status: Full-Time/Exempt
Division: Systems	Salary: Based on Experience
Posting Date: July 27, 2020	Closing Date: Open Until Filled

Job Description

Summary:

The Information Technology Director will plan, budget and implement a secure technology system for the Tribe. The Director will ensure that the system development proceeds in a logical integrated fashion to meet the needs of the Tribe and its operating departments.

Essential Duties and Responsibilities include the following.

- Consults with management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.
- Recommends and develops plans for systems development and operations, hardware and software purchases, budget, and staffing.
- Manages the development, implementation, installation, and operation of information and functional systems for the organization.
- Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Negotiate contracts with consultants, technical personnel, and vendors for services and products.
- Ensure sufficient inventories are maintained to meet the needs of the Tribe.
- Directs the development and implementation of an annual planning budget.
- Provides support to end users in the selection, procurement, training, usage and maintenance of software programs and hardware.
- Manages computer operation scheduling, backup, storage, and retrieval functions and properly protected from cyber and other vulnerabilities as needed.
- Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.
- Develops, maintains, and tests disaster recovery plans.
- Performs other related duties as assigned by management.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Performs other related duties as assigned by the Tribal Administrator.

Competencies:

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

- **Analytical** - Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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.

- Must be able to work in a fast paced work environment
- Manage multiple task and competing priorities
- Ability to manage others, delegate responsibility and provide support
- Must possess excellent leadership qualities and management capabilities
- Excellent technical verbal and written communication skills and proven expertise in dealing with user problems and vendor relationships.
- Must be willing to work irregular hours

Education/Experience:

- Bachelor's degree (B.A.) from four-year College or university in Information Technology, Computer Science, Business Management, Information Systems, Information Security Analysts or equivalent degree required.
- A minimum of 10 years relevant work experience with 7 years successful management level experience of an I.T. department required, included demonstrated ability in successful leadership, organization and problem solving.
- Must have experience installing and maintaining various audio/visual devices, phone systems and switches.
- Experience supporting desktop systems, printers and servers is a plus.

Certificates and Licenses:

Technical certification required in Microsoft Certified Systems Engineer (MCSE).

CISCO Certified CCNA, Project Management Professional PMP, VMware Certified Professional VCP, Cyber security Analyst (CYSA+), OR Network + CompTIA or other certifications a plus.

Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

Must successfully pass a criminal background check

Supervisory Responsibilities:

This job has supervisory responsibilities.

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. Must be able to stand and walk for up to 8 hours per day; talk, hear, stoop, bend, kneel and climb; position may require lifting up to 30lbs.

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

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org