

## Tribal Information Technology Director

### **Job Purpose:**

The Information Technology (IT) Director is a hands-on leader responsible for the overall management and security of information technology systems and all Tribal Government telecommunications services and programs. The IT Director will maintain and build the technology infrastructure for the government. This includes the maintenance and support of the network, computers, communications equipment, installation of all software and hardware, troubleshooting, licensing, and performance of all routine maintenance tasks.

### **Job Duties and Responsibilities:**

(Note: Duties and responsibilities may be added, deleted, or changed at the sole discretion of Sycuan Management at any time)

- Leads development and implementation processes for the organizations IT systems and department in alignment with strategic initiatives.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Conducts regular systems security evaluations, audits, and reviews to monitor IT security risks and HIPPA compliance, and initiate appropriate corrective action to secure assets and data.
- Develops and establishes IT policies and procedures, and revise as needed
- Ensures Information Technology competitiveness by benchmarking, tracking, analyzing, reporting on and making recommendations for the improvement and growth of the IT infrastructure
- Identifies areas in which reductions in expenditures and increase in revenues can be made
- Manages technology vendor relationships, contracts and support
- Leads the Tribal IT team by hiring and training qualified candidates, setting clear expectations, providing training & guidance, providing recognition when appropriate and performance feedback as needed up to and including termination

### **Job Specifications:**

#### **Education and Experience:**

##### Essential:

- Bachelor's Degree in Computer Science
- 5 Years Information Technology Management Experience
- Experience managing a multi-platform hardware environment
- Experience managing enterprise level software applications
- In-depth knowledge of applicable laws and regulations pertaining to IT management

##### Desirable:

- Master's Degree in Computer Science or related field
- Experience in IT operations, networking, and programming
- MCSE or CCNA Certification

#### **Skills and Knowledge:**

##### Essential:

- Proficiency in Networking, Data Center, Virtualization, Mass Storage, Business Intelligence, IT Security, Voice Communication and Distributed Computing

- Proficiency in programming concepts, application development and reporting methods
- Proficiency in relational database and Online analytical processing
- Knowledge of medical/dental HER, Nextgen, dentrix, HIPPA compliance's
- Knowledge of ARJIS tribal police records system
- Proficiency in Help/Service Desk operations and methodology
- Proficiency in developing IT operating budgets and projections
- Ability to analyze complex problems and make sound judgments
- Ability to present relevant and/or complex IT concepts in a clear and concise manner to a non-technological audience
- Ability to maintain professionalism and composure
- Ability to prioritize, delegate, and monitor multiple tasks and assignments
- Ability to interact effectively with team members and vendors
- Ability to accept constructive criticism
- Ability to provide guidance and leadership to staff members

Desirable:

- Knowledge programming in a relational database
- Knowledge of mainframe batch and interactive processing
- Knowledge of phone systems, alarm systems, security cameras, fire systems
- Knowledge of service contracts, IE Cox, AT&T, internet and phone and wireless cell sight contracts
- Multi-lingual

**Supervisory/Managerial Accountability:**

Direct: Tribal IS Network Manager, Tribal IS Specialist, Tribal P/C LAN Technician

Indirect: None