

UNITED AUBURN INDIAN COMMUNITY

Position: Director of Information Technology

SUMMARY

The Information Technology Director works under the Tribal Administrator's supervision and is responsible for planning, organizing, and executing IT functions for the UAIC Tribal government. This includes directing IT operations, supporting and maintaining existing applications, and developing new technical solutions. Tact, poise, sound judgment, professionalism, and ability to maintain confidentiality are routine requirements in communicating internally and externally.

DUTIES AND RESPONSIBILITIES

1. Analyzes complex business and governmental needs and recommends technical solutions to identified problems.
2. Directs implementation and execution of new and upgraded information systems with accountability and good planning, and within deadlines.
3. Leads and coordinates selection, installation, operation, support, and maintenance of UAIC's information technology and security/surveillance infrastructure (including, but not limited to, operating systems, networks, telecommunications, hardware, and peripherals).
4. Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards and procedures for implementing technical solutions.
5. Recommends and plans technology solutions to support and meet UAIC's objectives based on research and evaluation.
6. Evaluates and implements IT procedures and equipment for maximum efficiency and cost containment.
7. Acquires cost-justified IT components, as measured by performance, support availability, price, upgradeability, and future industry trends.
8. Protects UAIC and its operations against IT risks, including unauthorized access to information, data integrity problems, loss of processing ability, poor service levels, viruses, and cyber-attacks.

9. Produces detailed timeline for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.
10. Maintains UAIC's security and surveillance systems to ensure maximum protection for tribal property.
11. Directs and prioritizes the work load of subordinate personnel.
12. Reviews all designs, code, and unit test plans where applicable.
13. Participates on all hardware and software evaluations and maintains vendor contracts.
14. Represents the IT function at Tribal Council meetings when appropriate.
15. Directs education programs for IT staff.
16. Performs liaison duties between users, operations, and IT personnel in the areas of systems design, modifications, and trouble shooting.
17. Communicates changes in IT policies and procedures and ensures proper compliance is maintained by all affected departments.
18. Ensures users receive professional, courteous, and timely support and service.
19. Stays abreast of industry trends and regulations to ensure system and infrastructure effectiveness and compliance.
20. Develops and maintains a Company Disaster Recovery Plan.
21. Develops/selects and conducts user training on an as-needed basis.
22. Maintains the departmental budget according to policies, including ongoing expense review, approval, and tracking, and makes periodic presentations to the Tribe's Finance Committee.
23. Provides leadership, motivation and guidance to all IT staff members.
24. Participates on committees and special projects as appropriate.
25. Performs other related duties as assigned by management.

EDUCATION AND EXPERIENCE

Minimum of eight years of recent experience in a comparable responsible position within a medium-to-large organization that demonstrates the knowledge and ability to provide leadership in strategic planning, organizing, budgeting, directing, reviewing and evaluating IT operations and practices. Experience with security and surveillance systems is preferred. A BA/BS degree in Business Administration, Computer Science or related discipline from an accredited institution is required, with Master's degree preferred; equivalent work experience will be considered. MCSE/A certification is preferred, but not required.

KNOWLEDGE, SKILLS AND ABILITIES

1. The incumbent must be proficient in all of the following IT competencies:
 - a. Technical skills and experience in Local and Wide Area Networks
 - b. Information systems development and implementation
 - c. Problem analysis and problem resolution at both a strategic and functional level
 - d. Technical software skills and experience: switches, routers, firewalls, load-balancers, e-mail (Exchange), Windows Server 2012, and Microsoft: SQL Server, Exchange, IIS, Great Plains, backups, desktop and laptop support, communication lines (DSL, fiber, wireless bridges and MPLS cloud), phone systems, mobile devices, virus protection, patch management, desktop policy enforcement, VPN/remote terminal access, wireless network, asset management, audio visual equipment, teleconferencing equipment, cell repeaters, security/alarm systems, video monitoring systems, badge and site access systems
 - e. Leadership and sustainability
 - f. Critical Evaluation
 - g. Business Acumen
2. Principles and practices of effective management, supervision and evaluation of operations and related services.
3. Work independently; interpret and apply policies and procedures; effectively supervise staff in multiple operational lines.
4. Possess exceptional written and verbal communication skills, as well as effective presentation skills; exercise tact and diplomacy.
5. Maintain positive and cooperative relationships and effectively interact with the community and external agencies' representatives; maintain effective working relationship with staff, Tribal members and the public.
6. Coordinate shared or divergent interests and expectations among individuals and groups.
7. Ability to handle highly sensitive and confidential information.
8. Possess strong leadership and management skills.

WORK ENVIRONMENT

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, servers, phones, photocopiers, filing cabinets and fax/scanning machines.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE / EXPECTED HOURS OF WORK

This is a full-time exempt position. Days and hours of typical work are Monday through Friday, 9 a.m. to 5 p.m. This position occasionally requires long hours and some weekend work.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, mostly for training purposes.

Special Requirements:

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Director of Information Technology in subject line to be considered.