Swinomish Tribal Community
A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476
P.O. Box 817 • 11404 Moorage Way
LaConner, Washington 98257

JOB DESCRIPTION

DIRECTOR OF INFORMATION TECHNOLOGY
IT DEPARTMENT

SALARY: D.O.E.   **CLOSES: WHEN FILLED**

GENERAL FUNCTION:
Under the general direction of the CFO, this position will direct the day-to-day operations
of the IT service and staff including applications, network infrastructure, security,
compliance and telecommunications. They will manage both technical and application
IT projects and will oversee personnel, vendor management and communications. They
are the senior manager that serves as the principal technology (IT) advisor for the Tribe's
technical infrastructure.

MAJOR TASKS AND RESPONSIBILITIES: This list is intended only to illustrate
the various types of work that may be performed. The omission of specific statements does not exclude
them from the position if the work is similar, related or logical assignment to the position.

- Responsible for strategic planning, development and implementation of IT
  strategies at all levels of the organization. Responsible for the evaluation of
  process improvements and organizational structure as they relate to improving
  service, efficiency and reducing costs to ensure customer security and satisfaction.

- Analyzes the needs of departments and establishes priorities for system
  enhancements. Oversees problem management and administers the overall IT
  policies and goals for the Tribe. Directs the training of personnel on system use
  to ensure overall operating efficiency to meet operating goals and objectives.
  Troubleshoots system, network and other technology problems as they develop.

- Monitors the changes in technology to help increase operating efficiencies and
  cost reduction. Manages the deployment of new software, hardware and systems.
  Prepares progress reports to inform management of project status.

- Prepares proposals and works with vendors on technology purchases and
  subcontracted support, including negotiations on price and/or scope. Works with

end users to gather requirements for system and/or application maintenance and enhancements. Develops and performs training for end users.

- Directs the production and maintenance of system documentation.

- Ensures adequate system backups are performed. Directs efforts for disaster recovery planning and documentation.

- Ensures all entities are connected to each other, the Internet and the intranet. Ensures the IT systems are secure from external and internal sources. Ensures the Tribe complies with all licensing requirements. Provides systems that provide for sate and appropriate usage of the IT systems.

- Apprises supervisor and/or Tribal management about upgrades and/or new products that will enhance the Tribe's operational efficiency and effectiveness.

- Meets with department leaders and Tribal executives to determine and analyze requirements, recommend solutions and coordinate implementation.

- Assists in developing and administering the department's annual operating budget.

- Prepares complex IT project budgets.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, The employee is occasionally required to walk, crawl, kneel, crouch, twist, push/pull and grasp; use hands to operate, finger repetitively, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or carry up to 50 pounds. Employee has occasional exposure to possible electrical shock. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS

Ten (10) years of progressive experience in network engineering or network administration, four (4) of which were in a Project Lead Management capacity. Five (5) years as a Technology Manager managing IT staff. Certifications in A+ or Network + and MCSE or CCNP. Bachelor's degree, with a specialization in information technology, data management or directly related field.

SPECIFIC SKILL/KNOWLEDGE/ABILITIES:

Knowledge: Network system support and maintenance, installation, migration, management and design of computer systems; experience managing complex IT projects including network build out, software deployments and disaster recovery planning; information systems, including analysis, design, development, implementation, maintenance documentation and training procedures and practices; personnel management; experience successfully planning and implementing systems that accommodate for large-scale growth;' industry changes and advancement,; client business processes and workflow; excellent verbal and written communication skills.

Skills: Developing documentation for technical and non-technical audiences and preparing training materials for users; using productivity tools to convey ideas; interacting with Executive level management and Tribal Officials as well as with the MIT Community; managing and planning for a 500+ user base and 1500+ equipment base (in total) in 25+ locations.