

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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POSITION DESCRIPTION

TITLE: INFORMATION TECHNOLOGY DIRECTOR
DEPARTMENT: INFORMATION TECHNOLOGY SERVICES
SALARY: \$38.94-\$42.77 IT 9-10/ S-1 DOE AFTER SUCCESSFUL COMPLETION OF 90 DAY PROBATION
OPENS: February 1, 2021
CLOSES: February 12, 2021
CAREER STATUS: EXEMPT – CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

This is a key management position responsible for effective development, implementation and administration of the Information Technology Department. Provides management direction and accountability assuring efficiency of operations, effective administration and quality service delivery.

This position holds the overall responsibility for the Tribal departmental-wide information technology (IT) infrastructure and for the coordination of departmental-wide information technology services. The IT Director plans, directs, and manages the internal operations of the Shoshone-Bannock Tribes Information Technology Services department. This individual is also responsible for capacity planning, and scheduling vendor negotiations related to

SUPERVISION

The IT Director will be supervised and evaluated by the Executive Director. The IT Director will advise Executive Director on information technology issues on a regular basis and responsible for bringing major information technology issues before the Executive Director, including IT policy changes/proposals, new initiatives and strategic plans. The IT Director will serve as resource to the various Tribal Government departments and committees on IT related issues. The IT Director will supervise and evaluate all IT Staff.

DUTIES AND RESPONSIBILITIES

- Develops and implements IT related goals, objectives, policies, and priorities.

INFORMATION TECHNOLOGY DIRECTOR

- Conducts research, analyzes data, and makes recommendation regarding administrative, organizational, and operational problems related to IT.
- Develops and oversees the IT budget and maintains and monitors appropriate budgetary controls.
- Oversees the information system standards; and designs and implements new and revised systems/business processes to ensure effective and efficient services.
- Oversees all tribal departments IT related purchases in conjunction with the Property Manager.
- Ensures Tribal network and infrastructure complies with latest relevant cyber security protocols used by governments.
- Ensures Tribal departments are well informed, at all times, of changes and news worthy events in regard to the information technology services and infrastructure.
- Effectively communicates relevant IT related information to superiors.
- Addresses and resolves internal clients (aka, Tribal departments) escalated issues with IT department including; service request conflicts, conflicting timelines, commitments to milestone projects demands of IT staff/resource, etc.
- Continually defines ways to increase internal client satisfaction and deepen client relationships.
- Handles difficult personnel situations directly, using appropriate discretion, Personnel Department advice, and respect for the individual.
- Exercises staff oversight to ensure new operations plans, policies, procedures, and transition/migration plans are consistent with the overall Tribal Government goals and objectives.
- Monitors/coordinates directly with Telecommunication Specialist on operation of the IT staff within the department.
- Monitors/coordinates in conjunction with the Finance Director on activity of the administrative support personnel (shared cost).
- Periodically assess/review current Tribal applications used to control network security, intrusions, spam, and viruses, etc., as well as other server applications. Keeping up-to-date on new technologies and methodologies in these areas.
- Oversees the budget and inventory of all licensing affiliated with Tribal standard software and annual renewal licensing.
- Negotiate pricing with vendors related to IT.
- Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.

TRIBAL MANAGEMENT SYSTEM COMPLIANCE: Interfaces with grant agencies and Tribal Management System personnel to ensure programs and departments are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures governing Personnel, Finance, Contracting, Administration, Records, Facilities, Information Technology, and Property. Shall take corrective action when fiscal, contracting, personnel, or other Tribal Management System administrative problems are identified.

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OTHER DUTIES AS ASSIGNED: Duties and responsibilities shall include other related activities as needed to carry out the position functions.

CONFIDENTIALITY: MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION, INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:

- Quality of supervision, scheduling and coordination of personnel functions.
- Ability to communicate clearly and concisely, both orally and in writing,
- Establishes and maintains effective working relationships with job contacts
- Quality of program planning and evaluation.
- Projects a professional attitude and appearance.
- Responsible for practicing safe work habits in the performance of the job.
- General Management: leadership, problem solving, interpersonal relations, fiscal management, human resource management and team building.
- Must be able to adapt quickly to change(s) a self-starter and be able to work with little or no supervision.
- Responsible for modeling high standard of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes; and, are required as condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.

QUALIFICATIONS

Required (IT-09): Bachelor's degree from an accredited college or university with major course work in computer science, business administration, or other computer related field with five (5) years of IT job related experience with demonstrated competence and 4 years successful supervisory work experience.

OR

Preferred (IT-10): Master's degree from an accredited college or university in computer science or information systems management with 7 years of IT job related experience with demonstrated competence and 4 years successful supervisory experience, preferred (G16).

- Must have a valid driver's license and be insurable through the tribes insurance company throughout employment.
- Experience in staff and project management.
- Specific knowledge of information technology and a general understanding of current and emerging technologies.
- Specific knowledge of technical aspects of network operations and security infrastructure, enterprise environment, and telecommunication systems.
- Specific knowledge of technical user-related aspects of personal computer environment.

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- Experience and knowledge of Tribal Government procedures and environment.
- Mastery skill in creative and adaptive program planning design, implementation, maintenance, and evaluation.
- Permanent employment status will be contingent upon the results of a criminal background check.
- Must demonstrate ability in interpreting and applying laws, regulations, resolutions and policies.
- Employment history must prove creditability and dependability.
- Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
- Excellent verbal and written communication skills in order to communicate in critical situations with tribal departments, businesses and community leaders.
- Ability to understand and execute a variety of complex written and oral instructions. Past employment must demonstrate exceptional organizational capabilities.
- Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.
- Applicants for management positions are required to submit to pre-employment background and credit checks and the results will be used to determine suitability for employment with the Shoshone-Bannock Tribe.

IMPORTANT APPLICATION CRITERIA

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resources Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at. Applications can be sent via email to jhood@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.