



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: IT Director
Department: Information Technology
Supervised by: COO I or Designee
Pay Grade: E7 \$90,511.00-\$126,716.00 DOQ
FLSA: Full-Time; Exempt

Position Summary: Under general supervision of the COO I or designee, accomplishes the Information Technology strategic objectives by providing planning, implementation and supervision of all functions required to operate and maintain the digital assets of the Tribe; ensures the performance, integrity and security of all Tribal computer network systems. Responsible and accountable for the overall administration, personnel, programming, financing technical operations, and public relations of the radio station.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Directs the establishment, implementation and communication of new and updated policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory agencies.
- Contributes to department effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Achieves the financial objectives by exercising control and implementation over the budgetary processes.
- Prepares and presents expenditure reports for review.
- Manages current and future plans for IT systems, network, infrastructure and client PCs.
- Implements security and data recovery options including backups, power resilience and disaster response and recovery; provides remote work capability.
- Administers and maintains Office 365 infrastructure, including exchange servers and user access management; maintains, monitors and administers email security, spam management, user distribution groups and virtual meeting platforms.
- Administers systems development and data storage architecture.
- Procures and implements new servers and technologies; implements necessary network changes.
- Ensures all software information is successfully merged with and accessible in updated systems.
- Provides technical support to internal users; assists with end user system updates; monitors spyware and virus removal; ensures backup of data files.
- Researches new technology and software.
- Maintains inventory of all network equipment; ensures compliance with licensing requirements.
- Manages UTM Firewall; creates VPN connections to clients and vendors.
- Coordinates with other departments and creates project plans for updating infrastructure and technologies.
- Maintains all departments' cell phone accounts.
- Manages server administration, TCP/IP settings, DNS, IP SEC and other network changes.
- Administers and secures wireless access points.
- Prepares requests for proposals and contracts when necessary.

- Provides A/V equipment for the public, including PA systems and projectors for funerals and public events.
- Oversees and coordinates the continuous, multifaceted daily operations of the radio station, ensuring compliance with broadcast standards, tribal policies, and relevant federal and state laws and regulations.
- Maintains accurate schedules, records, discrepancy reports, and follow-through communications, and ensures that all on-air broadcast programming complies with FCC rules and regulations.
- Participates in the establishment, organization, and implementation of short- and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness and effects changes required for improvement.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
- Other duties as assigned.

Supervisory Responsibilities:

- Supervises the staff in the IT Department and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Increases staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising performance and job results; developing a climate for offering information and opinions; addressing complaints and resolving problems; integrating functional objectives; providing and participating in educational opportunities.
- Hosts regular staff meetings to ensure communication among staff regarding department-related activities.

Education and Experience:

- Associate's degree in IT, MIS or a related field, or
- Three (3) to five (5) years' experience providing hardware, software and user support.
- Two (2) years' supervisory or management experience required.
- Cisco Network Certification preferred or three (3) to five (5) years' network and infrastructure experience.

Other Requirements:

- Must obtain and maintain A+, Network+ and Security+ Certifications within six (6) months of hire.
- Knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Job Knowledge* - Knowledge of network administration; MIS and IT concepts, principles and practices; computer operations and user environments; federal copyright laws pertaining to use of computer software; budget preparation and implementation.
- *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.

- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized* – the individual maintains clean and organized workspace and projects.
- *Motivated* – the individual inspires self and others to get the job done and follow through on tasks.
- *Technology and Equipment Skills* – Operates various word-processing, spreadsheets and database software programs in a Windows environment; SonicWall VPN, LogMeIn, ArcGIS, Open5GS, Magma, Google SAS, inventory and ticketing management software; hardware including PCs, servers, managed switches, firewalls, UPS battery backups, cabling and installation tools, network analysis tools, telephone systems.

Work Environment/Physical Demands:

Work is generally performed in an office setting and occasionally outdoors. Work involves the occasional exposure to hazardous materials, high risk or potentially dangerous situations, dust, fumes or allergens, and excessive noise. Work occasionally takes place near hazardous or moving equipment or machinery and may require the use of protective clothing, equipment, devices or materials. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events. While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee regularly is required to lift and/or carry up to 20 lbs and occasionally up to 100 lbs. Clarity of vision at short distance is required.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

