



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2845 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Information Technology (IT) Division Director
SALARY: DOE
REPORTS TO: Executive Director and Business Council
LOCATION: Information Technology Division, Nespelem, Washington

BASIC FUNCTIONS: The IT Division Director is an FLSA exempt, contract position, which serves as the IT Director for the Confederated Tribes of the Colville Reservation. The IT Director exercises primary responsibility for the administrative Information Technology (IT) and Telecommunication management of the Tribal Government of the Confederated Tribes of the Colville Reservation. Responsibilities include: managing IT and Telecommunications operations, develop IT strategic plan, develop and guide IT staff on critical IT projects, provide project management guidance to critical IT projects, lead research and evaluation of potential grants and funding options negotiation IT service contracts, provide Executive Director and Business Council updates on IT projects, and collaborate and build good rapport with other Department Directors and overall Tribal Government operations. Incumbent should implement IT industry standards for telecommunications, networks, database development, project management, PC help desk, and other IT services. Comply with Tribal, State and Federal requirements. Provide staff with effective leadership and guidance in fulfilling the goals and objectives of their respective areas; ensures that employee's, tribal members', vendors and outside inquiries are handled in a helpful, courteous and effective manner consistent with superior customer service.

MINIMUM QUALIFICATIONS (Education and Training):

- Master's Degree from an accredited university or college in Computer Information Systems, Management Information Systems, Computer Science or related Information Technology/Telecommunications field; **AND** thirty-six months (3 years) of work experience in applied network management (Client-server, Microsoft, Exchange Server, and IBM OS, CISCO), telecommunications management (Nortel Meridian, BISCO), PC Services Management (Help Desk Call Center), or proof of certification in Project Management Institute (PMI) may substitute for 24 months (2 yrs) of work experience; **OR**
- Bachelor's Degree from an accredited university or college in Computer Information Systems, Management information System, Computer Science or related IT or Telecommunications field; **AND** sixty months (5 years) of work experience in applied network management (Client-server, Microsoft, Exchange Server, and IBM OS, CISCO), telecommunications management (Nortel Meridian, BISCO), PC Services Management (Help Desk Call Center), or proof of certification in Project Management Institute (PMI) may substitute for 24 months (2 yrs) of work experience.
- Previous work experience with an Indian Tribe, Indian Gaming, Tribal Economics Development Projects, Tribal Grant funded programs, Tribal consortium, Organization or entity, preferred.
- Must possess and maintain a valid state Driver's License and be eligible for the Tribes' vehicle insurance.
- Must successfully clear an extensive Criminal History Background as well as a Federal background Investigation.
- Applicant's resume' and application must be relevant to required qualifications (including certification and/or transcripts) of this position.
- Must include three (3) letter of contacts or reference.

(Knowledge, Skills, and Abilities):

- Working and planning knowledge of IT grants and contracts, including ability to monitor a variety of vendor awards, reimbursements, reports and projects closeouts with variable timeframes.
- Knowledge of current IT literature, trends and developments related to information and telecommunications management and operations.
- Knowledge and ability to implement sound management practices and administer complex financial and data systems.

(Knowledge, Skills, and Abilities), Continued:

- Must have strong organization, communication and interpersonal skills.
- Ability to coordinate accounting issues that impact the Tribes' and communicates those issues among relevant Tribal Offices, Tribal Enterprises, and Consultants.
- Ability to manage IT Division in the development of comprehensive plans, including goals and objectives with measurable results, within specified timeframes.
- Skills in the use of computers and associated software, i.e., Windows 95, 98, ME, NT, 2000, and XP.
- Ability to communicate effectively verbally and in written format.
- Ability to maintain an effective records management system, i.e., files, records, and reports.
- Will participate in IT, Management or Council training at the level he/she qualifies.
- Ability to sit for prolonged periods of time as required by the position.
- Must possess the ability to maintain STRICT CONFIDENTIALITY standards.
- Employment as a Division Director with the Confederated Tribes of the Colville Indian Reservation is subject to applicable provisions of its Employee Policy Manual, and policies and procedures adopted pursuant to it, other applicable laws or Colville Business Council Resolutions. Ability to coordinate accounting issues that impact the Tribes' and communicates those issues among relevant Tribal Offices, Tribal Enterprises, and Consultants.

NOTE: This position has been identified as a "Safety Sensitive" position. Pursuant CCT Policies, this position is subject to pre-employment, post accident, and random drug testing. Effective October 1, 2009

TRIBAL MEMBER AND INDIAN PREFERENCE MAY APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DICHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open Until Filled**, however, for consideration of first round of applicants, applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., Monday, September 28, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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