

Director of I.T.

Be Part of Us!

- **United Auburn Indian Community (UAIC)** has an opening for a **Director of I.T.**
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC -- We provide **fifteen (15) paid holidays and over six (6) weeks accrued PTO in your first year.**
- **Complimentary, on-site lunch provided.**
- The starting annual salary for the position **\$173,680.00.**
- **Please visit <https://www.auburnrancheria.com/careers/> to apply**

Position Summary

The Director of Information Technology 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, sound judgment, professionalism, and ability to maintain confidentiality are routine requirements in communicating internally and externally.

Job Functions

Essential Functions

- Analyzes complex business and governmental needs and recommends technical solutions to identified problems.
- Directs implementation and execution of new and upgraded information systems with accountability, good planning, and within deadlines.
- 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, applications, networks, telecommunications, hardware, and peripherals).
- Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards and procedures for implementing technical solutions.
- Recommends and plans technology solutions to support and meet UAIC's objectives based on research and evaluation.
- Evaluates and implements IT procedures and equipment for maximum efficiency and cost containment.

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

Non-essential Functions

- Participates on committees and special projects and seeks additional responsibilities, as appropriate.
- Other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- The incumbent must be proficient in all of the following IT competencies:
 - Extensive application system development, methodologies and implementation; applications include: Salesforce, SharePoint, GP, document management, workflow applications, SQL reporting, security auditing and asset management applications
 - Technical skills and experience: switches, routers, firewalls, AWS, Azure, e-mail (Exchange), Windows Server/Hyper-V, Microsoft SQL Server, Exchange, backups, desktop and laptop support, communication technologies (DSL, fiber, wireless bridges, T1/SIP), phone systems, mobile devices, virus protection, patch management, desktop policy enforcement, change control, 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

- Problem analysis and problem resolution at both a strategic and functional level
- Leadership and sustainability
- Critical Evaluation
- Business Acumen

Skills

- Excellent leadership skills, including goal setting, motivating, and teambuilding.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Well-organized, able to manage multiple projects simultaneously.
- Effective presentation skills.
- Active listening skills.
- Acute attention to detail.
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical and problem-solving skills.
- Principles and practices of effective management, supervision and evaluation of operations and related services.

Abilities

- Ability to communicate tactfully and effectively in both oral and written form.
- Ability to maintain confidentiality and handle highly sensitive and confidential information.
- Ability to handle and prioritize tasks and projects in a high-stress environment while being flexible enough to change focus quickly, when needed.
- Ability to work comfortably and professionally with a diverse community, staff, and constituent group.
- Ability to consistently exercise independent judgment while interacting with co-workers, Tribal members, and outside entities.
- Ability to utilize technology to improve work efficiency.
- Ability to follow directions, as well as to work independently when necessary.
- Ability to successfully develop, control and monitor multiple programs' budgets and expenditures.
- Ability to interpret and apply UAIC policies, procedures, rules, and regulations.
- Ability to supervise, train and evaluate assigned personnel.
- Ability to work with various and diverse groups in a tactful and effective manner.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- Eight plus 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.

- Bachelor's degree in Computer Science or related field

Preferred qualifications:

- Master's degree in Information Systems Management or a related field

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