

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Information Technology (IT) Director

Department: Information Technology (IT)

Hourly Rate: Negotiable (Depending on Qualifications)

Full Time: 40 Hours/Week

Exempt: Yes/Salaried

Supervisor: Tribal Operations Manager

Posting Date: *In-House*

Opens: *February 28, 2023*

Closes: *March 7, 2023, at 4:30 pm*

Posting Date: *Public*

Opens: *March 9, 2023*

Closes: *April 8, 2023, at 4:30 pm*

Posting Date: **Public**

Opens: **April 14, 2023**

Closes: **OPEN UNTIL FILLED**



Summary: The IT Director's responsibilities are to plan, direct, manage and oversee all aspects of the IT Department systems, activities, and operations; administer the IT budget, staff, and physical facilities of the department.

Essential Duties and Responsibilities include the following.

- Develop an Information Technology strategy in support of the Tribe's mission and strategic plan. Responsible for the management, supervision, mentoring, training, and career development of all IT Department staff.
- Analyze and determine the level of IT resources required to meet Tribal IT-related goals and priorities and schedule major projects.
- Develop and implement policies, procedures, and standards relating to Information Technology and telecommunication systems.
- Responsible for researching and evaluating new technologies.
- Direct, attend and participate in staff meetings and related activities; attend training as needed to keep up to date with Information Technology issues.
- Develop an annual business plan and operating budget for the department and monitor the implementation of these to ensure that the financial targets are met.
- Negotiate service level agreements with both internal and external customers and service providers and monitor service delivery to ensure the agreed targets and standards are met.
- Other duties as assigned.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- Bachelor's degree in one of the following: Computer Science, Information Technology or higher or 3+ years experience in a similar role

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must have experience in a team setting
- Excellent project management skills,
- Interpersonal communication
- Relationship development abilities as well as solid presentation and negotiation skills.
- This is a working programmer position that requires some knowledge in custom programming that includes Relational Database, Microsoft Visual Studio, Microsoft SQL Server, and Microsoft products.

Background Check:

- This position is contingent on the required ability to pass a Bad River background check.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov