

POSITION DESCRIPTION

POSITION: IT Director

POSTING DATE:4-24-18

LOCATION: S/M Community

CLOSING DATE: Until Filled

SALARY: Exempt - Negotiable

PAYGRADE: 9

Reports to: Tribal Council

TABLE OF EQUIVALENCIES: Does Not Apply

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: Under the supervision of the Tribal Council, the IT Director is responsible for all technology efforts and risks and enforcement of the security and compliance standards of the SMC and other applicable agencies. The IT DIRECTOR provides leadership and guidance in the coordination and management of technology solutions, strategic business planning, and budgeting of technological projects. The IT DIRECTOR ensures that all technology solutions and decisions are executed in accordance with all applicable regulations, policies, processes, and procedures. When approved by the Tribal Council, the IT DIRECTOR shall serve in a supervisory role to staff. The IT DIRECTOR is responsible for the actions of SMC governmental IT managers and staff. The IT DIRECTOR shall work collaboratively with the IT personnel at SMC entities. The IT DIRECTOR must maintain strict confidentiality of privileged information. The IT DIRECTOR closely works with and reports to the Tribal Council

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description.
3. Must maintain an acceptable departmental attendance record.
4. Must be able to work weekends, nights and holidays.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Develops and ensures implementation of technology solutions and systems, internal controls, optimum efficiencies, improvement to processes, and compliance within or exceeding required standards and industry accepted best practices.
2. Develops and recommends technology strategies and performance measures that are consistent with SMC strategic goals and objectives.
3. Prepares reports and timely advises the Tribal Council with respect to technology operations, planning, practices, stability, security and strategic value.

4. Maintains relationships and works closely with SMC departments and entities, technology solution providers, and partners associated with SMC to understand solutions that can bring value to SMC.
5. Works with and aids the CFO and the Tribal Council in the development, implementation, and monitoring of various technology issues, including investments, budgets, and risk management.
6. Prepares, reviews, and comments on budgets of new and existing technology operations and other projects as requested by the Executive Council.
7. Coordinates the collection, compilation, and analysis of technology operations activities.
8. Develops, writes, and presents comprehensive statistical and narrative program reports.
9. Create and chair an IT DIRECTOR Work Group with IT individuals from SMC programs, departments, and entities and other groups as directed and approved by the Tribal Council.
10. Responsible for development of technology risk management profile, including incident response planning, disaster recovery planning and business continuity planning.
11. Directs or recommends the implementation of technology related aspects of strategic business and operational plans, projects, programs, policies and processes.
12. Responds to both internal and external audits and compliance reports and ensures that consistent organizational wide policies and procedures are in place to address audit findings and correct deficiencies.
13. Hosts regular staff meetings to ensure accurate and effective communication
14. Maintains professional and technical knowledge and stays current on new technologies and principles.
15. Supervises applicable staff, including work allocation, training, and problem resolution; evaluates performance and makes recommendations for personal actions; motivates employees to achieve peak productivity and performance.
16. Performs other duties as required.

QUALIFICATIONS:

1. A Bachelor's degree specializing in Computer Science, Computer Engineering, Informational Technology or a related field required. Master's Degree in Computer Science, Computer Engineering, Information Technology is preferred.
2. At least 7 years of work experience in technology operations. Five of those seven years shall include serving in a supervisory capacity of IT Field.
3. Past experience with departmental and organizational budgeting is required.
4. Must have above average problem-solving skills, excellent verbal and written community skills.

5. Must be able to work effectively under pressure and meet multiple deadlines.
6. Must pass a background check, pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
7. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or Tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
8. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
9. Must maintain an acceptable departmental attendance record.
10. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
11. Must adhere to Tribal law and other applicable laws as well as Tribal personnel policies and procedures.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

New Position: 6/2013
Revised Position: 3/2018

Tribal Council Approved: 04-24-18