

IT DIRECTOR

Position Announcement

(OPEN)

JOB SUMMARY:

Responsible for the day to day operation and support of the Tribal information technology infrastructure to align with the Tribe's goals and missions.

TITLE:	Information Technology Director
DEPARTMENT:	Administration
SUPERVISOR:	Tribal Administrator
OPENS:	March 27, 2017
CLOSES:	April 10, 2017
STATUS:	Full-Time/Benefits after 90 days
SALARY:	\$24.99 hourly

DUTIES & RESPONSIBILITIES:

You will be expected to support and maintain the following systems plus others as the need arises:

- **End user desktop and mobile device support** – Must have experience installing, configuring, troubleshooting and maintaining the following systems:
 - Windows O/S
 - Apple
 - Ubuntu Linux
 - Android
 - iPhone/iPad
 - Peripheral devices
- **Server Administration** – Verifiable experience with Active Directory Domain Services is required:
 - Virtualization Hypervisor (Vsphere ESXi)
 - Windows 2008 R2 (scheduled and budgeted for upgrade to 2016)
 - Microsoft Dynamics/GP accounting software
 - Timeclock plus attendance tracking software
 - Tribal Data Resources ProgenyES enrollment software
 - G-Suite/Google Apps for Government
- **Networking Infrastructure** – Verifiable experience and understanding of all networking protocols is required:
 - Dedicated fiber optic circuit
 - DSL circuits at outlying location
- **Website Administration** – A working knowledge of website design is required:
 - Regular updates and (minor) design changes as requested
- **Miscellaneous** – A sampling of other regular duties include, but are not limited to the following:
 - Interfacing with various vendors and service providers
 - Create and maintain in-house documentation
 - Create and maintain IT workplace policies
 - Supervision and mentoring of one part-time help desk person
 - Available after hours when needed

MINIMUM QUALIFICATIONS:

- Three to five years' experience in Network Administration and Server Administration (Must be verifiable.)
- Associates Degree or above required
- Ability to work well with end users/internal customers and vendors
- Must have a valid driver's license with a good driving record and be insurable
- Must pass a fingerprint and criminal background check

CONFIDENTIALITY:

The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT