Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: **I.T. Director**
Department: I.T.
Reports to: Executive Director Unit II
Salary Range: $60,175 to $90,262 Annually
Status: Exempt
Level: D62
Opens: **December 23, 2020**
Closes   **January 13, 2021**

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SUMMARY: Directs all IT related activities for LTBB. Plans, builds-out, maintains and supports LTBB I.T. department and phone infrastructure. Ensures continuity of computer services for users throughout the organization through planning, technical leadership, and project coordination. Establishes and maintains effective professional working relationships with all levels of staff. Determines goals of I.T. Department with Tribal Council. Maintain current and technical competence with new software and hardware. Will maintain existing systems, as well as identify, recommend and implement new technology and business processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Consult with departments to analyze computer system need for information management and functional operations, to determine scope and priorities of projects and to discuss system capacity and equipment acquisitions.
- Analyze data requirements and data flow. Recommend and develop plans for systems development and operations, hardware and software purchases.
- Responsible for management of the following; hardware and software configuration management, system upgrades, implementation of e-mail and Internet services, technology and lifecycle management, voice communication services, data network services, electronic security systems including badged entry and video surveillance.
- Develop, implement, and monitor I.T. departmental policies and controls to ensure data accuracy, security, and legal and regulatory compliance.
- Implement End-user Support (Help Desk). Provide support to end- users in the selection, procurement, usage, and maintenance of software programs and hardware. Instruct users in use of equipment, software, and manuals.
- Manage computer operations such as backup, storage, and retrieval functions within the department as necessary.
- Identify appropriate internal controls for departments; provides mechanisms to monitor and enforce compliance.

- Maintain computer virus protection program and ongoing user certification.
- Review reports of computer and peripheral equipment malfunction and maintenance to determine costs and impact.
- Facilitate requirements gathering and creation of business interruption and disaster recovery plans.
- Provide mentorship, encouragement, and cross training opportunities to I.T. staff.
- Direct information management, budgeting, strategic and tactical planning and database system strategy.
- Oversees planning and implementation of all business information systems, and internal communications.
- Directs the information strategy of the company based on forecasting information from Tribal Administration.
- Explore new technology for future planning and potential implementations.
- Interfaces with Tribal Council on information management and information technology matters.
- Leading the organization in the innovative use of technology to improve operation.
- Thorough knowledge of budgeting, forecasting, project estimating skills and ability to negotiate vendor contracts.
- Must be available for after-hours and on-call activities**.**

EDUCATION AND EXPERIENCE:
Four-Year Degree in Information Systems, related discipline and five years of experience is required.

KNOWLEDGE, SKILLS & ABILITIES:
Five plus years management experience with a strong personal presence, leadership skills and the ability to translate business information needs into systems solutions. Eight to ten years of IT experience. Experience with the Microsoft windows family of desktop operating systems including Windows 7 and 10. Windows Server 2008 through 2019 Server based Software and Network Operating Systems; primarily Windows 2016 with Active Directory in a virtual environment with VMWare. Experience with O365 Exchange Online. Experience with Cisco and HP routers and switches and comprehensive understanding of TCP/IP networking including IP Addressing, DNS, DHCP and Subnetting. Experience with Mitel VOIP phone systems and Voicemail Systems. Implementations and systems Desktop Hardware and Software Lifecycle Management. Experience with implementations and new I.T. Systems as well as implementations and Network Administration Experience. Proven track record and references required.

CERTIFICATES, LICENSES, REGISTRATIONS:
Must possess a valid driver's license, reliable transportation and be insurable for duration of employment. Microsoft and Cisco certifications.

COMMENTS:
Indian preference will apply. Individuals must pass a thorough background investigation.