



Cow Creek Government Office

Director of Information Technology

Job Code: 1676
Department: Human Resources
Location: Roseburg
Minimum Hourly: \$56.36

POSITION PURPOSE:

The Director of Information Technology is responsible for information technology (IT) throughout the Cow Creek Band of Umpqua Tribe of Indians Government Offices (CCGO), and for all facets of IT management and control, including planning, supervision of employees; budget preparation and management; recommendations for technical acquisitions; and development of guidelines, standards, and procedures. Coordinates technology projects to ensure project and campus goals are accomplished. Research and implement security best-practices appropriate for the Tribe. Directs the work of all IT staff.

ESSENTIAL FUNCTIONS:

- Overseeing the IT resources of the organization, including network support, infrastructure, telecommunications, core applications, data reporting, cloud applications, and user support.
- Implementing a strategic information technology plan to support the administrative needs, with emphasis on system and information security.
- Oversight of the Resource and Patient Management System (RPMS/ EHR) for the Cow Creek Health & Wellness Clinics.
- Identifying CCGO technology needs, evaluating, recommending, and procuring and coordinating the IT budgets.
- Developing and implementing policies, procedures, and standards related to network hardware/software acquisition, use and support.
- Planning, implementation, and maintenance of onsite server systems.
- Upgrades, Inventories, and maintains Windows based PC systems in a multi-department environment.
- Troubleshoot and diagnose system failures.
- Maneuvers, transports, and connects all desktop computer related equipment.
- New application planning and development.
- Quality assurance.

- Performs routine preventative maintenance to ensure system performance.
- Reviews all new hardware and software applications by departments prior to installation to ensure the integrity of the system is not breached.

QUALIFICATIONS:

- Bachelor's degree in a technical discipline (Computer Science, Informational Technology, Business, Engineering, etc.)
- Proven managerial and leadership skills.
- Experience with increasing responsibilities for management of information systems and technology, preferably at a Tribal Government entity.
- Microsoft Certified System Engineer (MCSE) or equivalent experience required.
- Cisco Certified Network Administrator (CCNA) desirable.
- PMI Project Management Professional (PMP) certification preferred.
- Advanced computer skills with extensive experience in software and hardware usage.
- Excellent organizational, verbal, written, interpersonal, and customer relation skills.
- Must be analytical and have mathematics skills.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Drivers Program.