

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1210
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Russell Eleck
Tribal Vice Chairman

Tracy Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Gary Wilson Jr.
Sergeant-At-Arms

Position Description

Department: Tribal Administration
Title: Office of Information Systems/IT Director
Classification: Non- Exempt/Full time
Salary: DOE
Reports To: Tribal Administrator or CFO

Introduction: *The purpose of this position is to provide critical technical IT support services to Tribal Administration specifically the Pit River Tribe Tribal Administrator, Tribal Council and all Tribal Department Directors/Coordinators. The Office of Information Systems and IT Director will Oversee all technology operations and evaluating systems according to established Tribal goals, devising and establishing IT policies and systems to support the implementation of strategies set by upper management, analyzing the business requirements of all departments to determine and address the Tribes' technology needs*

Position Summary: The Pit River Tribe is seeking an experienced OIS (Office of Information Systems) Director to oversee all IT (Information Technology) functions for the Pit River Tribe. The OIS/IT Director will manage the company's technology operations and the implementation of new IT systems and policies. The candidate must be very knowledgeable in IT and computer systems and have a solid technical background while able to manage and motivate people within the Tribal organization to learn and become compliant with the Tribes IT policies. The ideal candidate will be experienced in creating and implementing IT policies and systems that will meet Tribal objectives. The goal of these policies and processes is to ensure IT systems and people are effective and functioning within the limits of budget, time and specifications of the Pit River Tribe.

Essential Duties and Responsibilities:

- **Oversee all technology operations** (e.g. network security) and evaluate them according to established goals
- **Devise and establish IT policies and systems** to support the implementation of strategies set by upper management
- **Analyze the business requirements of all departments** to determine their technology needs (SWOT) and recommend a Strategic Plan to Tribal Council regarding addressing the most critical needs.
- **Research, Purchase and Inventory** efficient and cost-effective technological equipment and software
- **Maintenance and Repair**-Inspect the use of technological equipment and software to ensure functionality and efficiency

- **System Improvements**-Identify the need for upgrades, configurations or new systems and report to upper management
- **Vendor and Stakeholders Engagement**-Coordinate IT managers and supervise computer scientists, technicians and other professionals from Frontier, Verizon Wireless, MIP vendors, City of Redding, City of Burney, Enterprise partners to provide guidance. Assist in building relationships with vendors and creating cost-efficient contracts
- **Control budget** and report on expenditure
- Other Duties as assigned.

Competencies related to this position: accountability, accuracy, absolute confidentiality, detail oriented, ethical, honesty/integrity, loyal, multi-tasking, organized, reliability and responsible

Qualifications and / or experience:

- Proven experience as IT director or similar role
- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budget
- Excellent organizational and leadership skills
- Outstanding communication abilities
- BSc/BA in computer science, engineering or relevant field; MSc/MA will be a plus
- Must be team oriented, establish and maintain effective working relations with Tribal officials, employees, and the general public.
- Must possess a valid California driver's license and be insurable by the tribe's auto insurer.
- Must have reliable transportation and provide proof of auto insurance.
- Applicant must be willing to submit to and pass a pre-employment drug test. Must successfully pass a background check before hiring.

Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier. Adhere to all PRT policies and Safety guidelines and precautions. Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a background check.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage. Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Contact:

Human Resources Department
 36970 Park Avenue Burney, California 96013
 (530)335-5421 ext.1210
 (530)335-3140 Fax
<http://pitrivertribe.org/>