



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Director of Information Technology
Department:	Information Technology Department
Class:	Full-Time
Location:	Bartlesville
Immediate Supervisor:	Executive Director of Tribal Operations

GENERAL DESCRIPTION:

The Director of the I.T. Department is responsible for maintaining and improving all I.T. functions for the Delaware Tribe of Indians.

QUALIFICATIONS:

- Bachelor's Degree in Information Technology or other related field and/or 10 years experience in I.T.
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving and organization skills
- Must have experience in website design and maintenance
- Requires willingness and ability to learn new skills, including travel to conferences and training sessions.
- Requires experience in all Microsoft programs, including Microsoft 365.
- Requires good interpersonal, communication and teamwork skills.
- Requires a high level of confidentiality

- Requires excellent verbal and written communication skills

DUTIES AND RESPONSIBILITIES:

- Lead Delaware Tribal I.T. Department and provide direction and oversight to all Tribal employees.
- Produce monthly and annual reports as required.
- Produce annual plan, including budget, for the department for approval by the Tribal Operations Manager.
- Manage the infrastructure of the network.
- Arrange relationship with network consultants to insure a high-level of connectivity.
- Provide daily desk top support; including but not limited to, lost passwords, email issues, printer/scanner connectivity, and software installation.
- Maintain software inventory and licensing.
- Advise on all software and I.T. purchases.
- Manage phone network and act as liaison with telephone and I.T. consultants.
- Maintain linked networks with other tribal program sites.
- Help design computer-involved large-scale projects.
- Be point of contact for all upgrades and purchases of I.T. software or hardware.
- Organize data back up and security.
- Ability to multitask, prioritize, and manage time efficiently
- Excellent verbal and written communication skills with a strong attention to detail
- Answer service desk calls.
- Ability to handle client escalations and issues appropriately
- Provide support for users in Microsoft Word, Excel, Power Point, Outlook, and all other programs.
- Assist with Account Management functions within Active Directory Add/Modify/Delete.
- Troubleshoot and coordinate printer/fax/copier issues with managed print services vendor and follow up to ensure issues are resolved.
- Provide support of virtual and non-virtual systems and software.
- Other duties as assigned by Tribal Operations Manager.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.