



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Information Technology Specialist
<b>Department:</b>	Information Technology Department
<b>Employment Status:</b>	Regular
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville
<b>Immediate Supervisor:</b>	Director of Information Technology
<b>Date Prepared:</b>	4/11/2014

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### GENERAL DESCRIPTION:

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

### QUALIFICATIONS:

Bachelor or Associate degree, ideally in technology-related field

Preferred: Bachelor's Degree in Information Technology or related field and/or 2 years experience in I.T.

Familiarity with Microsoft Windows platform (Windows 2012 Server R2 and Windows 7)

Familiarity with software used by the tribe including Microsoft Office, Adobe Photoshop, Adobe Acrobat

Preferred: Familiarity with Kerio Mail Server, Past Perfect, Progeny ES, Housing Data Systems (HDS), ArcGIS

Experience in website design and maintenance

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires good interpersonal, communication and teamwork skills.

Requires a high level of confidentiality

Requires excellent verbal and written communication skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

**DUTIES AND RESPONSIBILITIES;**

Work with network consultants for high-level connectivity work and desktop support

Provide daily desktop support including lost passwords, email issues, printer/scanner connectivity, software installation, virus removal, and software updates

Maintain linked networks with other tribal program sites

Provide desktop and network support at satellite offices and other headquarters in Caney, KS; Lawrence, KS; and Chelsea, OK

Provide basic training in email and Office applications to tribal employees and staff when necessary

Install new software and maintain existing software

Manage phone network and act as liaison with telephone and I.T. consultants

Maintain video conferencing equipment and conference phones

Maintain software inventory and licensing

Advise on software and hardware purchases

Be point of contact for all upgrades and purchases of I.T. software and hardware

Work with Ricoh representatives to maintain leased printer/copiers

Help design computer-involved large-scale projects

Organize data backup and security

Troubleshoot connectivity issues or other related problems

Other duties as assigned by I.T. Director