

Information Technology Director

Reports To: Executive Director of Health and Human Services

Supervises: Information Technology Coordinator/Network Manager
Database Administrator
Information Technology Technician
Electronic Health Record Technician

Salary: \$55,000 to \$70,000, depending on experience

Location: Happy Camp

Summary: The Information Technology (IT) Director's role is to provide vision and leadership for developing and implementing information technology initiatives. The IT Director directs the planning and implementation of The Karuk Tribe of California's systems in support of business operations in order to improve cost effectiveness, service quality, and business development. This individual is responsible for all aspects of the organization's information technology and systems.

1) What are your typical job responsibilities?

Supervising employees, coordinating schedules, organizing and prioritizing all the various technological projects that continue to come in daily, and then implementing those projects.

2) How do you *really* spend your day?

Answering and using phones, e-mails, instant messages and in-person visits. Filling out paperwork. Occasionally attending meetings. Then, with whatever is left, I fix problems.

3) How do you organize your day to ensure you get everything done?

A day planner, paper work orders, a digital to-do list, a digital project list, and voicemail and e-mail records. I am working on implementing a database called a trouble ticket system to make my schedule and my department's much easier to plan and track.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

Bachelor's degree in Computer Science & Music. A desire to leave Idaho led me to look for jobs. A reference from a friend led me to my current employment. My career path was chosen based on my personal preference and my aptitude for helping both computers and people.

5) Uppers; what is the thing that you love most about your job?

Helping people. The feeling of accomplishment when a problem is solved well. Having co-workers and employees who are good people that care about their jobs.

6) Downers; what is the thing that you love least about your job?

When helping people is prevented due to politics, paperwork, or poor planning. When I or my department suffers from the mistakes of others. When I or my department makes our own mistakes, and causes others to suffer.

7) What inspires, excites, and/or motivates you in your job?

An attitude of service. The desire to solve problems, and “fix” things. The look in someone’s eye when the problem that plagued them has gone away.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

My average day is from about 8 AM to 5:30 PM. Once every two weeks I travel to another location. Once a week I have some kind of coordination meeting. Twice a day I have appointments with people for specific problems or projects.

9) How do you relieve stress?

Walks by the river. Prayer. Playing video games at home. Reading.

10) Does your job include a lot of traveling? Do you enjoy it?

A lot meaning once a week at most. I do enjoy the occasional drive, but I do not like driving the river road. It is very dangerous.

11) What advice would you give to someone interested in this line of work?

Learn to help people. The rest of the work is simply technical details.

12) What does a typical day in your world look like?

The best part of my job, is that every day I’m given a new challenge to solve, and most days I go home knowing that I did my best, and that was sufficient to solve the challenge. And even better, I worked with good people to solve it.