

POSITION DESCRIPTION

Title: 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

Location: Happy Camp

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

Classification: Full Time, Regular, Exempt

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.

Responsibilities:

1. Participate in strategic and operational governance processes of the tribal organization as a member of the senior management team.
2. Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
3. Develop and maintain an appropriate IT organizational structure that supports the needs of the business.
4. Establish IT departmental goals, objectives, and operating procedures.
5. Act as an advocate for the organization's IT vision via regular written and in-person communications with the tribal council, executive director, department heads, and end users.
6. Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
7. Develop, track, and control the information technology annual operating and capital budgets.

8. Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
9. Coordinate and facilitate consultation with management and staff to define business and systems requirements for new technology implementations.
10. Ensure continuous delivery of IT services through oversight of staff usage and monitoring of IT systems performance.
11. Ensure IT system operation adheres to applicable laws and regulations.
12. Define and communicate tribal plans, policies, and standards for the organization for acquiring, implementing, and operating IT systems.
13. Direct development and execution of a tribal-wide disaster recovery and business continuity plan.
14. Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems.
15. Review hardware and software acquisition and maintenance contracts.
16. Assess and make recommendations on the improvement or re-engineering of the IT program.
17. Keep current with trends and issues in the IT industry, including current technologies and prices. Advise, counsel, and educate tribal council and management on their competitive or financial impact.
18. Promote and oversee strategic relationships between internal IT resources and external entities, including government, vendors, and partner organizations.
19. Supervise recruitment, development, retention, and organization of all IT staff in accordance with corporate budgetary objectives and personnel policies.
20. Be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
21. Other job related duties as assigned.

Qualifications and Requirements:

1. University degree in the field of computer science or business administration. Master's degree in one these fields preferred.
2. Three years experience managing and/or directing an IT operation.
3. Three years experience working in the information technology industry.
4. Experience in strategic planning and execution.
5. Considerable knowledge of business theory, business processes, management, budgeting, and business office operations.

6. Substantial exposure to data processing, hardware platforms, enterprise software applications, and outsourced systems.
7. Good understanding of computer systems characteristics, features, and integration capabilities.
8. Experience with systems design and development from business requirements analysis through to day-to-day management.
9. Proven experience in IT planning, organization, and development.
10. Excellent understanding of project management principles.
11. Superior understanding of the organization's goals and objectives.
12. Demonstrated ability to apply IT in solving business problems.
13. In-depth knowledge of applicable laws and regulations as they relate to IT.
14. Strong understanding of human resource management principles, practices, and procedures.
15. Proven leadership ability.
16. Ability to set and manage priorities judiciously.
17. Excellent written and oral communication skills.
18. Excellent interpersonal skills.
19. Strong negotiating skills.
20. Ability to present ideas in business-friendly and user-friendly language.
21. Exceptionally self-motivated and directed.
22. Keen attention to detail.
23. Superior analytical, evaluative, and problem-solving abilities.
24. Exceptional service orientation.
25. Ability to motivate in a team-oriented, collaborative environment.
26. Ability to work effectively with Native American people in culturally diverse environments.
27. Ability to manage time well and work under stressful conditions with an even temperament.
28. Ability to establish and maintain harmonious working relationships with other employees and the public.
29. Ability to understand and follow oral and written instructions.

30. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
31. Must adhere to confidentiality policy.
32. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
33. Must be available for on-call availability and periodic overtime.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: November 14, 2007

Chairman's Signature: _____

Employee's Signature: _____