



# Cow Creek Government Office

## Position Description

**Position Title:** Director of IT

**Department:** Finance

**Reports To:** CFO

**FLSA Designation:** Exempt

**Date Written/Revised:** 05/13/19

### POSITION PURPOSE:

The IT Director must possess overall knowledge of all network systems of the Tribal Government including infrastructure requirements. He/she has the ability to install, configure and maintain the Tribal system network and all related hardware / software that coincides with the daily operations of the Tribe, which includes but is not limited to, network security systems, applications and procedures.

### ESSENTIAL FUNCTIONS:

- Oversight of the Resource and Patient Management System (RPMS).
- EHR / RPMS database management.
- Evaluations of compliance with area and IHS / DIRM standards.
- LAN / WAN support.
- Planning, implementation and maintenance of onsite Cow Creek server systems.
- Upgrades, Inventories and maintains Windows based PC systems in a multi-department environment.
- Troubleshoot and diagnose system failures.
- Maneuvers, transports, and connects all desktop computer related equipment.
- New application planning and development.
- Quality assurance.
- Communicate technical information to non technical personnel.
- Performs routine preventative maintenance to insure system performance.
- Reviews all new hardware and software applications by departments prior to installation to insure integrity of the system is not breeched.
- Performs miscellaneous duties as assigned.

### QUALIFICATIONS:

- Bachelor of Science in Information Systems or equivalent experience required.
- Masters of Science in Information Systems or equivalent experience desirable.
- 5+ years in Information Systems required.
- 3 years supervising required.
- Microsoft Certified System Engineer (MCSE) or equivalent experience required.

- Cisco Certified Network Administrator (CCNA) desirable.
- PMI Project Management Professional (PMP) certification preferred.
- Advanced computer skills with extensive experience in software and hardware usage.
- Excellent organizational, verbal, interpersonal, and customer relation skills.
- Must be analytical and have mathematics skills.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek GO Drivers Program.

