



Cow Creek Government Office

Position Description

Position Title: IT Director

Department: Finance

Reports To: CFO

FLSA Designation: Exempt

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 Greenway EMR System
- EMR 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 and network 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 Solutions Expert (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.