Employment Opportunity

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Office: 360-716-5000 • www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Information Technology Director   **PAY RANGE:** $00.00 - $00.00

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION:

As the Information Technology Director, you will be responsible for managing the Tribal Tribes Network Infrastructure Group, which includes overseeing the network, server administration, helpdesk, and intrusion detection and access control system.

TO APPLY:

Complete the web form application located on the Quil Ceda Village Self-Service portal: https://quilcedavillagewa.munisselfservice.com/ess/EmploymentOpportunities. For more information or questions, please visit https://quilcedavillage.org/Employment or call Quil Ceda Village Human Resources at (360)-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO TDS Executive Director

EMPLOYEE SUPERVISES: Information Technology Manager, Information Technology Services Manager, and Security Manager

EDUCATION:

• A high school diploma or GED equivalent is required.

• Bachelor of Science Degree in a computer science or related field of study (attach a copy with the application) or an associate's degree with 4 years of direct experience managing an IT department.

SKILLS:

• Ability to work independently with little supervision, prioritizing and completing assignments and tasks.

• Ability to create, manage, and track project budgets.

• Ability to lead cross-departmental teams to ensure maximum performance.

• Ability to provide consistent direction and motivation to team members.

• Ability to work well under pressure and within time constraints.

• Ability to work within a dynamic work environment.

• Ability to compose routine business correspondence, reports, documentation, technical writing, etc.

EXPERIENCE:

- Minimum of 4 years of experience in a management/supervisor position
- Minimum of 4 years of experience as a Network/Server Administrator
- Minimum of 4 years of experience designing, configuring, and supporting WAN/LAN networks
- Minimum of 4 years of experience managing client/server enterprise applications
- Minimum of 2 years of experience managing VPN services or applications
- Minimum of 2 years of experience managing web filters, hardware, and software

OTHER REQUIREMENTS:

- Familiar with the Microsoft family of Server Software
- Familiar with Microsoft Exchange and Active Directory
- Familiar with routing protocol, VLANS, ACLs, frame-relays, and T1 circuits
- Familiar with data backup and recovery systems, including disaster recovery planning.
- Must have prior use and knowledge of Cisco IOS and router management and configuration.
- Must have prior use developing and implementing domain-based security policies.
- Must have knowledge of network cabling standards, including testing and monitoring equipment and software.
- Must be familiar with project management techniques.
- Understand project management tools and approaches to managing complex, multi-disciplinary projects.
- Must have excellent leadership, team management, and relationship-building skills.
- Must be willing to attend progressive job-related training as requested.
- Must be able to work evenings, weekends, or holidays as needed or requested.
- Must have a successful employment history with the Tulalip Tribes or other current and past employers.
- Familiar with commercial communication systems and techniques such as OC, DS, ISDN, and T1 circuits
- Must have prior experience developing and implementing domain-based security policies.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer and routine paperwork
- Stamina to sit for prolonged periods.

Ability to endure prolonged exposure to a computer screen.

- Mobility to bend, stoop, or climb stairs occasionally.
- Strength to lift objects weighing up to 20 lbs. frequently and objects weighing up to 30 lbs. occasionally.

SPECIFIC JOB PERFORMED:

1. Manage the day-to-day function of the Tulalip Tribes Network Infrastructure Group (Network & Server Administration), Helpdesk, and Physical Security Systems
2. Monitor helpdesk activities, ensuring ongoing client/customer satisfaction
3. Design and engineer network infrastructure for new or remodeled buildings.
4. Responsible for the installation, resource management, maintenance, and emergency repairs of the tribal communication infrastructure
5. Research, evaluate, and deploy new security technology for Physical Security Systems
6. Responsible for receiving and adhering to law enforcement warrants and subpoenas about computer system information.
7. Responsible for day-to-day contact with outside vendors/contractors for a wide variety of technology projects
8. Documenting processes and procedures per the standards of documentation
9. Provide input to the budget process within the Tulalip Tribes/Quil Ceda Village
10. Develop and prepare the annual preliminary general fund budget for Network Services; analyze and review related budgetary and financial data; control and authorize expenditures.
11. By established limitations, ensure proper allocations, fund disbursements, and fiscal solvency; evaluate, forecast, and project income, expenditures, and balances to determine budget requirements. Provide input concerning developing and preparing the Tulalip Data Services annual preliminary budget.
12. Responsible for cost-effective expense control of assigned projects
13. Responsible for readjusting resources or staff to avoid delays and inefficiencies.
14. Responsible for researching potential technology solutions, issues, and products for deployment within the network infrastructure.
15. Responsible for regularly communicating with Tribal executives, other managers, and end users regarding pertinent technology activities.
16. Manage network staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.
17. Participate in continued education opportunities as necessary to successfully complete assigned tasks.
18. Seek and promote opportunities to leverage technology to achieve Tribal Government & Municipality objectives; represent TDS and Tulalip Tribes' interests in strategic IT relationships with open and transparent communications between Internal IT resources and external entities, governments (Tribal, federal, state) and partner organizations.
19. Evaluate, forecast, and project income, expenditures, and balances to determine budget requirements.
20. Performs other related duties as deemed necessary or requested.

TERMS OF EMPLOYMENT:

This Regular Full-time position requires at least 40 hours per week or 2080 hours per year. Employees may be required to work after hours at weekends, special events, or on call. Upon completing the applicable probationary period, the employee may be eligible for a

pay increase, subject to budgetary restrictions. Employees will be required to work on-site, with no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.