

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



JOB TITLE: Information Technology Director

PAY RANGE: \$41.87-\$62.80

DEPARTMENT: Tulalip Data Services

JOB DESCRIPTION:

Under the direction of the Information Technology Executive Director, plan, organize, control and direct operations and activities involved in the design, development, installation, configuration, modification, operation, maintenance and repair of Local Area Networks (LAN's), Wide Area Networks (WAN's), telecommunication, and various other network systems and related equipment, hardware and software; coordinate and direct projects, personnel, security system maintenance and communications to meet the network technology needs of Quil Ceda Village and Tulalip Tribes and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

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)-716-5000.

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

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: Information Technology Executive Director

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

EDUCATION AND EXPERIENCE:

- A bachelor's degree in computer science or a closely related field, **or** an equivalent combination of education and experience.
- A minimum of eight (8) years of progressively responsible experience in the installation, maintenance, and repair of network systems, servers, hardware, software, and applications.
- At least three (3) years of experience in a supervisory or management capacity within an information technology environment.
- Relevant professional experience may be substituted for the educational requirement.

KNOWLEDGE OF:

- Principles and practices for planning, organizing, and directing the design, development, installation, configuration, modification, operation, maintenance, and repair of LANs, WANs, telecommunications, and other network systems, including related hardware and software.
- Computer systems and networking standards utilized by the Tulalip Tribes and Quil Ceda Village.
- Applicable cabling types, operating systems, servers, and network design methodologies.
- Methods and procedures for operating computers, networks, servers, and peripheral devices.
- System utilities, design concepts, and application programming principles.
- Techniques for preparing cost estimates and developing planning, construction, contractual, and purchasing documents for major network infrastructure projects.
- Principles, theories, and best practices of network design and architecture.
- LAN and WAN implementation strategies, usage standards, and network terminology.
- Materials, tools, and procedures used in the installation, maintenance, and repair of computer and network systems.
- Techniques for systems and network analysis and performance optimization.
- Policies, objectives, and operational standards for assigned programs and activities.
- Applicable laws, codes, regulations, policies, and procedures governing IT operations.
- Principles and practices of administration, supervision, and staff training.
- Effective oral and written communication techniques.
- Interpersonal skills demonstrating tact, patience, and courtesy in professional interactions.

SKILLS AND ABILITIES TO:

- Plan, organize, control, and direct operations and activities involved in the design, development, installation, configuration, modification, operation, maintenance, and repair of LANs, WANs, telecommunication, and other network systems and related equipment, hardware, and software.
- Coordinate and direct projects, personnel, security system maintenance, and communications to meet network technology needs and assure smooth and efficient activities.
- Supervise and evaluate the performance of assigned personnel.
- Oversee the development and implementation of network infrastructure, plans, systems, projects, programs, services, goals, and objectives.
- Confer and negotiate with vendors and contractors concerning pricing, specifications, and contracts.
- Direct the investigation, troubleshooting, diagnosis, and repair of network system malfunctions.
- Develop, implement, and schedule network construction projects.
- Inspect projects for accuracy, completeness, and compliance with established requirements.
- Plan, organize, and direct the bidding process for network projects.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.

- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

OTHER REQUIREMENTS:

- Perform other related duties as assigned.
- Maintain a valid Washington driver's license.
- Ability to work evenings, weekends, and holidays as required to meet operational needs.
- Familiarity with project management principles, tools, and methodologies for managing complex, multi-disciplinary projects.
- Demonstrated understanding of project management techniques and best practices.
- Must have a proven record of successful employment with the Tulalip Tribes or other current and previous employers.

WORKING CONDITIONS

ENVIRONMENT:

- Indoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual dexterity to operate a computer keyboard and related equipment.
- Ability to hear and speak clearly to exchange information effectively.
- Visual acuity to read printed materials and view information on a computer monitor.
- Ability to sit or stand for extended periods of time.
- Flexibility to bend at the waist, kneel, or crouch as needed.
- Ability to reach overhead, above the shoulders, and horizontally.
- Mobility to walk and inspect projects across various locations.
- Physical strength to lift and carry objects weighing up to **twenty pounds frequently** and up to **thirty pounds occasionally**.

SPECIFIC JOB PERFORMED:

ESSENTIAL DUTIES:

- Plan, organize, control and direct operations and activities involved in the design, development, installation, configuration, modification, operation, maintenance and repair of LAN's, WAN's, telecommunication, and various other network systems and related equipment, hardware, and software; establish and maintain related timelines and priorities.
- Coordinate and direct projects, personnel, security system maintenance, and communications to meet the network technology needs of Quil Ceda Village and Tulalip Tribes and assure smooth and efficient activities; oversee the development and implementation of network infrastructure, plans, systems, projects, programs, services, goals, and objectives.
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.
- Design, develop and implement network, telecommunication and security projects and systems; estimate and assure adequate time, staff and resources required for projects; calculate and prepare cost estimates; monitor progress of projects; inspect completed projects for accuracy, completeness and compliance with established specifications and requirements.
- Plan, organize, control and direct the investigation, troubleshooting, diagnosis and repair of system, network, hardware, computer workstation and software malfunctions; coordinate, direct and participate in the installation and upgrading of server and workstation hardware and software; assure proper testing of applications to verify proper functioning.
- Coordinate and direct the planning, design, set-up, development and modification of network, telecommunication and security systems; assure proper installation of hardware and software; direct and participate in administering, configuring, monitoring and maintaining network system servers and security; monitor and analyzing system performance to assure proper operations.
- Develop, implement, and schedule network construction projects; coordinate network-related communications, information, projects, support documents and activities between personnel, administrators, contractors, vendors, and various outside agencies; confer and negotiate with vendors and contractors concerning product and pricing information, project specifications, and contracts.
- Plan, organize, control, and direct a variety of network administration activities including establishing and maintaining user accounts, e-mail accounts, internet connectivity and security applications; oversee and participate in configuring hardware and software to assure network access and smooth system operation.
- Monitor, analyze and identify the technological needs of Tulalip Tribes and Quil Ceda Village; research, analyze and maintain current knowledge of technologies to identify opportunities to enhance network services; initiate system, hardware, software and service purchases and upgrades as appropriate; coordinate related purchasing activities with vendors and service providers.
- Plan, organize, control and direct the planning, installation, configuration and upgrading of networks including a variety of servers, telephones, hubs, routers, switches, user stations, cabling, drives and other network components and communication equipment; assure proper replacement of network and computer equipment, components and devices as appropriate.

- Manage help desk and user support functions for network systems; oversee and participate in technical assistance services to provide users with information concerning related practices, requirements, procedures, and malfunctions; coordinate help desk troubleshooting and solutions; assure proper and timely response to maintenance and repair needs.
- Coordinate communications, projects and information between Department personnel, end users, other departments, and various outside agencies to assure smooth and efficient operation and maintenance of network, telecommunication, and security systems; assure proper and timely resolution of related issues and conflicts.
- Plan, organize and direct the bidding process for network projects as needed including advertisements, conferences, scheduling, and awards; assure compliance with bidding requirements and specifications; request and obtain quotes; prepare requests for bids and proposals.
- Provide technical information and assistance to the assigned administrator regarding network services, systems, activities, needs, and issues; assist in the formulation and development of policies, procedures, and programs.
- Oversee and participate in the preparation and maintenance of various records, reports and files related to network systems, projects, personnel and assigned activities; prepare purchase order and check order requests, equipment justifications, and various other correspondence.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities, and resolve issues or concerns.
- Operate a variety of computers, servers, peripherals, and specialized software; utilize various testers, meters, and hand tools; drive a vehicle to conduct work.
- Attend and conduct a variety of meetings assigned; present information and materials concerning network systems, issues, plans, needs, activities, and equipment.

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.