



# THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

**POSITION TITLE:** IT Manager

**DEPARTMENT:** Administration

**SUPERVISOR:** Tribal Administrator

**LOCATION:** Cedar City, UT

**STATUS:** Full-time, Exempt, Salary

**PAY:** DOE

**DATE APPROVED:** May 1, 2018

**OPENS:** May 2, 2018

**CLOSES:** until filled (may close early if enough qualified candidates are achieved).

**JOB SUMMARY**

The IT Manager maintains all IT equipment and infrastructure for the various departments of the Paiute Indian Tribe of Utah. The IT Manager troubleshoots IT related equipment such as computers, printers, networks, telephones, and all other IT devices within the Tribe. The IT Manager is responsible for the stability of all IT infrastructure, networks, and ensuring IT infrastructure meets industry best practices and applicable laws and regulations of the various departments in the Tribe..

**ESSENTIAL JOB FUNCTIONS** include, but are not limited to the following:

1. Information Systems Management
  - Set-up, update, and maintenance of all computers in the organization.
  - Assists all tribal programs and businesses with computer and software needs.
  - Plans, organizes the maintenance of computer operating systems and data processing functions.
  - Recommends: databases or systems operations and makes recommendations on the purchase of new equipment or software.
  - Reviews systems performance, systems operations, requirements for new applications, and other requirements.
  - Revamp and standardize existing IT infrastructure and recommends IT solutions.
2. Network and Systems Administration
  - Determines organizational needs for networks and computer systems.
  - Install all network hardware and software and perform system upgrades and repairs.
  - Maintains network and computer system security, systems performance, and ensure that all systems are operating correctly.
  - Add users to the network and assign and update security permission on the network.
  - Train users on the proper use of hardware, operating systems, corporate applications and technology best practices.
  - Solve network and user problems as they occur.
3. Information Systems Security
  - Creating, testing and implementing network disaster recovery plans.
  - Performing risk assessments and testing of data processing systems.
  - Installing firewalls, data encryption and other security measures.
  - Recommending security enhancements and purchases.

- Training staff on network and information security procedures including the Tribe's best practices.
- 4. Help Desk
  - Provide technical assistance and support for incoming queries and issues related to computer systems, software, and hardware.
  - Troubleshoot client's computers, printers, scanner, and clinic POS terminals.
  - Create implements and update IT policies and procedures and training for employees.
- 5. Web Development
  - Be responsible for maintaining, expanding, and scaling the tribal website.
  - Cooperate with web designer to match visual design intent.
- 6. ShoreTel Telecommunication
  - Manages and provides training of the Tribe's telephone systems.
  - Provide support and training to employees.
- 7. Other duties as assigned to support the efficient operations of the Tribe.

## **GENERAL REQUIREMENTS**

- Must possess, maintain and provide proof of a valid Utah Driver License.
- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal background check.
- Must be able to pass an alcohol/drug screening.

## **MINIMUM QUALIFICATIONS**

### *Education and Experience:*

- Bachelor's Degree in Computer Science or Information Systems.
- Must have five years' experience in Network and Systems Administration.
- Must have four years' experience in Help Desk.
- Must have three years' experience managing and developing SQL databases.

### *Necessary Knowledge, Skills and Abilities:*

- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Must be willing to travel as needed.

*The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.*

*The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.