



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93644

Phone (559) 412-5590 – Fax (559) 400-0340

JOB DESCRIPTION – INFORMATION TECHNOLOGY DIRECTOR

Reports To: IT Manager

Department: Information Technology

Status: Non-Exempt

Salary Range: DOE

SCOPE OF POSITION:

We are looking for an experienced IT director to oversee the IT operations in our organization. The IT director will be responsible for managing employees within the IT department, liaising with other departments to ascertain their technological requirements, and developing solutions that are aligned with our organization's objectives. The IT director must have an excellent technical aptitude, a superior project, and people management skills.

PRIMARY RESPONSIBILITIES:

- Overseeing all IT operations infrastructure.
- Developing, implementing, and evaluating IT projects in line with organizational objectives.
- Liaising with other departments to determine and address their IT needs and requirements.
- Managing and supervising employees in the IT department.
- Ensuring the maintenance of current projects and technology systems.
- Identifying vulnerabilities, the need for upgrades, and opportunities for improvement.
- Ensuring security software is current to protect company data.
- Backup and recovery procedures are current, functional, and routinely tested.
- Proposing strategic solutions and recommending new systems and software.
- Preparing financial budgets and performance reports.
- Building and maintaining relationships with external advisors and vendors.
- Ensuring reported issues are resolved in a timely manner.

REQUIREMENTS AND QUALIFICATIONS:

- A bachelor's degree in computer science or a related field.
- Proof of continued education, such as software certifications, is desirable.
- At least 3 years of management experience in an IT environment.
- Sound working knowledge of IT operations, systems, and developments.
- Excellent communication and interpersonal skills.
- Strong leadership and project management skills.
- Solid analytical and problem-solving skills.

APPLICATION PROCESS:

- If you are interested in this position, please submit the following:
- Completed Application
- Resume
- If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

_____	_____
Employee Signature	Date
_____	_____
Human Resource Representative Signature	Date