

# **JOB ANNOUNCEMENT**

**POSITION:** Chief Information Officer

**PROGRAM:** Information Technology

**SUPERVISOR:** Chief Executive Officer

**SALARY RANGE:** \$87,421.94 - \$120,101.80 Annually (**Grade:**32-38) DOE

**CLASSIFICATION:** EXEMPT

**LOCATION:** Owyhee, Nevada

**OPENS:** September 11, 2025

**CLOSES:** OPEN UNTIL FILLED

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT  
BACKGROUND CHECKS ON ALL NEW EMPLOYEES.**

## **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal, health-related and personal data. This position provides computer support for the Shoshone-Paiute Tribes, to include access to financial data and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle.

**JOB SUMMARY:** The incumbent has the authority to make necessary changes within the department at any time with the approval of the Chief Executive Officer. Serves as director of the information technology of the Tribal Headquarters Building.

## **ESSENTIAL FUNCTIONS:**

1. Supervises the Tribes' computer department staff.
2. Installs, configures, and support and organization's local area network (LAN), wide area network (WAN), GIS, and internet system or segment of a network system.
3. Works closely with Tribal program staff to collect and compile data for the Tribes' infrastructure development. This shall include demographics, roads, land tract, irrigation system, rage units, springs, habitat and all other information pertinent to the Tribes' infrastructure.
4. Oversee the planning, acquisition, implementation, and maintenance of secure and reliable IT infrastructure, applications and communications systems.
5. Oversees the maintenance of the network hardware and software.
6. Monitors and administers network to ensure availability to all system users and necessary maintenance and updates to support network hardware.
7. Plans, coordinates and ensures the implementation of network security measures.
8. Establish and enforce cybersecurity policies, risk management strategies, and business continuity/disaster recovery plans.
9. May provide assistance concerning the use of computer hardware and software, including printing, installation, work processing, electronic mail, and operating systems.
10. Maintains a high level of commitment to new methods and technology in telecommunications and cloud technologies if applicable.
11. Develops video and audio enhancements and other additions as desired by Tribe.
12. Development, acquisition, and maintenance of planning and production aids, such as project planning, control, and reporting systems.
13. Assists with carrying out functions of the Smart City Internet service provider (SCI-IPS) to reduce amount of technical expertise needed by staff. Trains staff in-house personnel to operate and update site on an independent basis.
14. Lead broadband expansion projects including fiber, wireless, last-mile solutions ensuring reliable and affordable internet access.
15. Collaborate with federal and state agencies to secure funding, grants and partnerships for broadband infrastructure and digital equity initiatives.

16. Oversees and maintains the requirements of the grants, funding, budgets and ensures compliance with the grant regulations.
17. Modifies/oversees performance of the company's electronic mail network system through quality and spot checks of performance. Train new users entering E-Mail.
18. Modifies, maintains and oversees database structures, utilization standards and access methods, as required by changes in objectives, equipment, software, utilization, and performance requirements.
19. Oversees the planning, designing, and implementing of new systems or changes in existing systems to support management control and decision-making activities.
20. Administers the department's expense budget with budgetary guidelines to contribute to cost-effective operation of the Tribes' computer systems.

#### **QUALIFICATIONS:**

1. Master's degree preferred.
2. Bachelor's degree required in Technology: Computer Engineering, Information Technology, Networking Specialist or Computer Science or a related field.
3. Minimum of 5 years of progressive IT leadership experience, with at least 2 years in a senior management or executive role.
4. Strong Supervisory skills.
5. Strong supervisory skills, organizational, communication and customer service skills, extensive knowledge of computer hardware, software and networks.
6. Knowledge of JAVA programming, HTML programming (HTML 2.0, 3.0, and Netscape Extensions), CGI-script programming (forms, database, and integration).
7. Willingness to keep up to date with the improvements of the latest advancements of the Information Technology industry.

#### **WORKING CONDITIONS:**

1. Standard office environment with occasional travel to Tribal facilities, remote sites and external meetings.
2. Holiday, evenings and/or weekend work may be required for system maintenance, emergencies and/or community events.
3. Ability to travel for training.