

JOB ANNOUNCEMENT

POSITION: Chief Information Officer

PROGRAM: Information Technology

SUPERVISOR: Chief Executive Officer

SALARY RANGE: \$86,424 - \$105,081 Annually (**Grade:** 35-39) DOE

CLASSIFICATION: EXEMPT

LOCATION: Owyhee, Nevada

OPENS: November 16, 2021

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 (1) 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.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

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 and the Computer Specialist at the Owyhee Community Health Facility (OCHF).

ESSENTIAL FUNCTIONS:

1. 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.
2. 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.
3. Oversees the maintenance of the network hardware and software.
4. Monitors and administers network to ensure availability to all system users and necessary maintenance to support network hardware availability.
5. Supervises the Tribes' computer department staff.
6. Plans, coordinates, and insures the implementation of network security measures.
7. Provides or arranges for technical assistance to compute system users.
8. May provide assistance concerning the use of computer hardware and software, including printing, installation, work processing, electronic mail, and operating systems.
9. Maintains a high level of commitment to new methods and technology in telecommunications.
10. Directly supports installation of data processing equipment and software by assisting in the analysis, selections, planning, and implementation.
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. Carries out functions of an Internet service provider (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. Provides marketing and promotion services such as registration on site with search engines and directories.

15. Meets on a regular basis with Tribal Administration, Directors and staff to update system, evaluate and modify site, as appropriate and necessary.
16. Modifies/oversees performance of the company's electronic mail network system through quality and spot checks of performance. Train new users entering E-Mail.
17. Modifies, maintains and oversees database structures, utilization standards and access methods, as required by changes in objectives, equipment, software, utilization, and performance requirements.
18. Oversees the planning, designing, and implementing of new systems or changes in existing systems to support management control and decision-making activities.
19. Administers the department's expense budget with budgetary guidelines to contribute to cost-effective operation of the Tribes' computer systems.

QUALIFICATIONS:

1. Must have a bachelor's degree in Technology or a related field.
2. Two years of Web site design and maintenance.
3. Strong Supervisory skills.
4. Strong, organizational, communication, and customer service skills required.
5. 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 update skills on a regular basis to keep abreast of rapidly changing technology.
8. Considerable interpersonal skills are required to deal with the personnel situations arising with in staff. The need to persuade and sell in the liaison role with divisional and Tribal departmental heads calls for high degree of human relations.
9. Knowledge of General Direction of the computer industry and technology (evolving products, services, etc.) is required in this position.