

**Job Title:** Information Technology Director  
**Department:** Information Technology  
**Reports To:** Tribal Administrator/Tribal Chairman  
**Salary Level:**  
**FLSA Status:** Exempt  
**Approved By:**  
**Approved Date:**

**GOALS FOR POSITION:** Specify goals for current year (goals are updated yearly)

**SUMMARY:** Responsible for planning, installation, daily operation, maintenance, and problem resolution to multi-user local area network. Provides system and product requirements to staff; provides advice and assistance in information processing activities, telephone communications and archive operations.

**FUNCTIONS & RESPONSIBILITIES:**

1. Centralized Archiving and monitoring of data uses and users.
2. Maintain the local area networks (LANs).
3. Program, schedule, and maintain mainframe and hubs.
4. Documents system malfunctions and other operational difficulties or problems which have a significant impact on system operations and reviews these reports in order to initiate corrective procedures/documentations.
5. Responsible for budget and systems planning.
6. Upgrades network hardware and software components as required.
7. Select preferred hardware and software and negotiate favorable prices, control hardware and software to support integration and provision of software support.
8. Installs, upgrades, and configures network printing, directory structures, rights, security, and software on file servers.
9. Plans and implements automatic file backup.
10. Provides users with network technical support and training, and assures that all users have access to data necessary for their operation.
11. Contacts service representatives regarding needed service; equipment malfunctions and needed repairs.
12. Establishes network users, user environment, directories, and security for networks being installed.
13. Attends vendor seminars and other trainings to keep abreast of changes in information communications technology.
14. Oversees and performs site manager duties (including reports, work flow, transmission and information corrections) for the I.H.S. R.P.M.S. and E.H.R. System.
15. Facilitates access to the internet.
16. Monitors, maintains and troubleshoots the electronic mail, telephone and facsimile systems and equipment.
17. Provides management consulting.

18. Submit written goals and objectives long term and short term for each fiscal year to correspond to the annual budget preparation.
19. Submit written budget and capital budget for each budget year. Include narratives for each line item.

**SUPERVISORY RESPONSIBILITIES:**

- May directly supervise 1 to 3 employees in the Information Services Division.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommendations to hire, orientation and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**BASIC REQUIRED ABILITY:**

**PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS:** Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

**COOPERATION:** Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to Quartz Valley Indian Reservation and Anav Tribal Health Clinic.

**PROFESSIONALISM:** Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

**INITIATIVE:** Willing to participate in continuing education programs; asks questions; contributes during staff meetings; demonstrates a desire for self improvement.

**JOB SPECIFIC SKILLS & ABILITIES:** Knowledge a variety of computer systems with a working knowledge of Novell, RPMS, DOS, ICC, Mumps and Zenith Mumps which includes purchase and operation of.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B. A.) from four-year college/university; or four years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California Drivers License.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing board.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CONFIDENTIALITY:** Employee must be aware of and adhere to Ki'ma:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

**CONDITIONS OF EMPLOYMENT:** Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually quiet.

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Employee Signature & Date

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Tribal Chairman Signature & Date

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Human Resource Director