P.J.A. MISSISSIPPI BAND OF CHOCTAW INDIANS
TRIBAL ADMINISTRATION
P. O. BOX 6010
CHOCTAW, MS 39350
OFFICE: (601) 656-5251

JOB ANNOUNCEMENT #00-04-00

Position Title:	Director of Information Technology
Supervisor:	Chief of Staff
Salary Range:	Grade 24
Opening Date:	October 25, 2016 OCT 25 2016
Closing Date:	November 8, 2016 or until filled
Employment Type:	Full-Time Exempt
Location:	Office of Information Systems

General Description of Position:

The information technology director is responsible for the organization and execution of all IT functions within the tribal government. This includes directing all IT operations to meet customer requirements as well as the support and maintenance of existing applications and development of new technical solutions. This position requires significant management skills as well as technical knowledge. This position must be flexible to insure that the IT department functions properly.

Duties and Responsibilities:

The duties and responsibilities of the Director of Information Technology include:

1. Set objectives and IT strategies for all tribal government departments, offices, and programs. Create short and long-term plans for technology use. Monitor changes or advancements in technology to discover ways the company can gain competitive advantage
2. Management of IT department staff to insure proper operation of the Office of Information Systems hardware, software, and support. Direct and prioritizes the work load of subordinate personnel.
3. Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
4. Propose and manage the IT budget and priorities. Manage and approve all IT purchases and purchasing standards. Create standards for computer, network, and software purchasing

5. Respond to department and program requests for technology needs. Perform liaison duties between users, departments, and IT staff in the areas of systems design, modifications or trouble shooting.
6. Act as "lead IT engineer" and provide technical guidance to other IT staff. Some direct server and network support work will be required
7. Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits
8. Direct operations in executing production tasks according to a documented schedule that meets or exceeds customer expectations.
9. Manage IT vendor relationships and contracts
10. Directs education programs for Information Technology support staff.
11. Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel.
12. Analyze the costs, value and risks of information technology to advise management and suggest actions

Physical Location: The Director of Information Technology shall maintain an office at the main Tribal Office Building, Pearl River community.

Qualifications:

The minimum qualifications for the position of Director of Information Technology are:

1. An undergraduate degree in Computer Science or equivalent field. (Master's degree preferred, or additional experience)
2. A minimum of eight (8) years of experience in Information Technology work.
3. Proven track record of at least three (3) years of successful IT management experience including the following areas:
   - Experience in budget creation, planning, and management
   - Leadership in hiring and maintaining excellence in the IT department
   - Strategic thinking and long term planning and project management
4. Certifications in the most current technologies and products used in the industry such as:
   - VMware VCP
   - Microsoft MCSA or MCSE
   - Cisco CCNA or CCNP
5. Demonstrated experience in designing/developing IT systems and planning IT implementations.
6. Excellent knowledge of enterprise IT systems and infrastructure including server, network, and security technologies
7. Customer/Client focus
8. Ability to get along well and professionally with a variety of people.
9. Ability to travel at times on job-related responsibilities and training.

10. Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.
11. Personal vehicle, liability insurance, valid driver's license.
12. A high degree of business ethics and confidentiality is required. This position will have access to sensitive data and must work to keep it secure and confidential at all times.

NOTE: The Mississippi Band of Choctaw Indians, through revised Administrative Personnel Policy and Procedures adopted by the Tribal Council on July 1, 2016 exercises Native American Preference and Veterans Preference. See Section II.A and II.B of the policy manual.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350