



## DEPARTMENT OF WORKFORCE DEVELOPMENT

PHONE: (601) 663-7595 / FAX: (601) 663-7593

MISSISSIPPI BAND OF CHOCTAW INDIANS

P. O. BOX 6010 / 266 INDUSTRIAL ROAD

CHOCTAW, MS 39350

### JOB ANNOUNCEMENT #432238

POSITION TITLE: Workforce Development Technology Specialist

OPENING DATE: December 13, 2021 **DEC 13 2021**

CLOSING DATE: December 27, 2021 or until filled

SALARY: Grade 14

SUPERVISOR: Workforce Development Program Director

TYPE OF EMPLOYMENT: Regular Full Time

JOB LOCATION: Pearl River Manpower Building Annex # 2

#### SCOPE OF SERVICE:

The employee will work with all programs in the Choctaw Workforce Development Programs for computer skills development for all students, trainees, other Tribal members and the Workforce Development Program Staff. First, the employee will develop or acquire online training programs for students/trainees to upgrade their skills in the Vocational Programs with the goal of obtaining certificates. Second, the employee will teach basic computer classes like Word, Excel and other classes to students/trainees on a daily basis in one of the computer labs. Third, the employee will work with all students/trainees on how to fill-out applications on-line. Fourth, the employee will teach each student/trainee how to do a resume. Fifth, the employee will develop web pages for trainees to start a business. For example, the employee will develop a webpage for Tribal members to sell Choctaw Baskets on-line. Sixth, the employee will be able to set up new computers for staff, to trouble shoot computer problems, and fix computer problems. This will include computer software problems too. Seventh, the employee will train all staff in the use of Microsoft Teams and Zoom for meeting purposes. Lastly, the employee will work with all students, trainees and staff on how to work from home using computers in case the Mississippi Band of Choctaw Indians Tribal Government shuts-downs due to COVID-19. The employee will make certain that each student and trainee has the training and equipment necessary to work at home. Moreover, the employee will ensure that the Staff of Workforce Development has the training and equipment to service students and clients at home from their worksite.

“CHOCTAW SELF-DETERMINATION”

## DUTIES AND RESPONSIBILITIES:

1. To work with all Choctaw Workforce Development Programs for Computer Training and other Computer Education needs of Students, Trainees, other Tribal Members and the Workforce Development Staff.
2. To work with the Tribal IT Department and other programs within Tribal Government as needed.
3. To work with East Central Community College, Mississippi Department of Employment Security (MDES), Choctaw WIN Job Center and Goodwill Industries as needed in the area of Computers, Training and other computer needs of Choctaw Workforce Development Programs.
4. To make certain that all computers in Choctaw Workforce Development Programs are operating with no problems. This will include the operation of other equipment like printers and software issues too.
5. To develop or obtain on-line Vocational Education Classes which leads to a certificate.
6. To be able to development web pages for trainees to start a business on-line using the internet.
7. To teach basic computer skills classes to students, trainees and other Tribal members on a daily basis. This will include keyboarding, internet, word, excel, web page development and other computer skills as needed. This training will be done in one of the computer labs in the programs.
8. To teach students, trainees and other Tribal members how to do on-line applications and resumes. This will include classes in life skills, interviews and job retention.
9. To teach Workforce Development Program Staff any Computer Skills needed to enhance their jobs. This will include training on how to have meetings on Microsoft Teams and Zoom.
10. To teach Workforce Development staff how to conduct distance learning or training with students/trainees in the event Tribal Government Shuts-down for an extended period of time.
11. To teach students and trainees how to access distance learning or training if Tribal Government shuts-down through the use of the internet or I-phones.
12. To make certain that students and trainees have the necessary computer equipment and internet to do distance learning or training if Tribal Government shut-downs.
13. To be able to troubleshoot and fix any computer or software problems.
14. To be able to install cabling and routers when necessary.

15. To unbox and install new computers which comes into the programs. This includes software installation and other equipment like printers in coordination with the MBCI IT Department.
16. To obtain computer equipment and software quotes when needed by the program staff.
17. To help maintain Tribal equipment like Time Force Clocks for the Choctaw Workforce Development Programs.
18. To develop and maintain a video library of all computer and vocational education training programs that students, trainees and staff will use.
19. To gather and keep data on each student and trainee served each week.
20. To assist in marketing of Workforce Development functions by developing fliers etc.
21. Accurately complete required reports and submit them in a timely manner. Monthly reports will be required.
22. Must be able to travel at times for training or workshops.
23. Be able to attend any IT or Computer Training/Class as directed by the supervisor.
24. Be able to attend any health, safety or academic training as directed by supervisor.
25. Follow all MBCI and Choctaw Workforce Development Program COVID-19 Safety Protocols.
26. Follow all Policies of the Mississippi Band of Choctaw Indians Administrative Personnel Policy & Procedures Manual.
27. Dress appropriately and present a neat appropriate appearance at all times.
28. Maintain the confidentiality of students, trainees, other Tribal members and staff at all times.
29. Perform other duties as assigned by the supervisor.

#### QUALIFICATIONS:

1. Must have a 4 year degree in Computer Science or related field at a minimum.
2. Must have a valid and current State of Mississippi Teaching License
3. Experience in teaching computer education classes is a plus.
4. Be able to teach classes in basic computers, word, excel, power point, resume development, on-line applications, life skills, internet, web page designs, interviews, keyboarding, Microsoft office, budgeting and job retention. Daily classes will take place in one of the labs available.
5. Must have extensive knowledge of local and state job market
6. Must have excellent communication skills (oral & written)
7. Ability to use Microsoft Teams and Zoom for meetings.
8. Ability to collect and maintain records.
9. Must be able to travel at times for training or workshops.

10. Maintain good relationships with area colleges, universities, Mississippi Department of Employment Security (MDES), Choctaw WIN Job Center and Goodwill Industries.
11. Maintain student and trainee confidentiality at all times.
12. Be able to conduct Staff Development Classes for the Staff of Workforce Development on Microsoft Teams and Zoom.
13. Be able to conduct classes for computer skills upgrade for Staff of the Choctaw Workforce Development Programs.
14. Attend Career Day at Choctaw Central High School and other schools for the promotion of vocational education when requested.
15. Be able to troubleshoot computer problems or software issues; thereafter, to fix or find solutions to the problems.
16. Be able to obtain computer specifications and quotes for programs in coordination with MBCI IT and Procurement Departments.
17. Be able to run cables and install routers when needed.
18. Be able to work with all students, trainees and staff in event of a Tribal Government shut-down to continue services at home. This will involve Computers, I Phones, Internet connection and software to continue services for students/trainees at home and staff at their worksite.
19. To help with Job Fairs when called upon.
20. To get new computers set up when called upon by program staff. This will include software installation also.
21. Follow all MBCI and Choctaw Workforce Development COVID-19 Safety Protocols.
22. Follow all policies of the Mississippi Band of Choctaw Indians in the Administrative Personnel Policy & Procedures Manual.
23. Ability to take initiative and work with limited direction and minimal supervision.
24. Adequate personal transportation and valid Mississippi Driver's License along with personal automobile liability insurance.
25. Ability to pass comprehensive background investigation per Tribal policy.
26. Willingness to participate in drug testing per Tribal policy.

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:

Furthermore 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 the 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, Mississippi 39350