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INFORMATION TECHNOLOGY DIRECTOR

Job Description

Department:	Information Technology
Pay Range:	\$230,375 - \$322,525

Reports to:	Executive Director of Tribal Administration
Classification:	Full-time/Exempt

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.

POSITION PURPOSE

The Information Technology (IT) Director is responsible for the leadership and management of FIGR's Information Technology (IT) operations. The IT Director is responsible for directing all aspects of the day-to-day IT operations, developing strategies and operational enhancements to established processes as they relate to maintenance, support, and security for all FIGR systems. The IT Director must work collaboratively with interdepartmental staff, vendors, citizens and contractors to ensure the department provides efficient and effective technical services to the Tribal government operations.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Leads and manages FIGR IT Department staff, and partners with Graton Resort & Casino IT and other vendors.
- Plans and implements a technical strategy for IT that supports FIGR's mission and long-term goals.
- Oversees network infrastructure, cybersecurity, cloud services, and enterprise software solutions.
- Ensures data security for the Tribe's internal network, applications, and data.
- Responsible for coaching, developing, and evaluating the performance of the IT Department staff.
- Leads IT budgeting, cost optimization, and vendor management.
- Oversees daily IT purchase approvals, analyzes activities, costs, operations, and forecast data to assess IT financial performance, including managing IT capital budgets.
- Organizes, manages, and coordinates technical equipment installations and implementation projects.
- Formulates, and updates IT policies and procedures.
- Negotiates contracts for computer services, hardware, software, and other IT needs for all departments.
- Manages acquisition of IT systems, programs, and devices; ensures compatibility and security.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and any other IT needs.
- Provides recommendations for improvement of IT infrastructure.
- Manages all IT projects, including system updates, upgrades, migrations, and new systems.
- Analyzes management and statistical information, reports, program regulations, legal guidelines, and policies as they relate to information systems activities.
- Responsible for providing monthly reports in a timely matter.
- Consults with interdepartmental staff to gather information about program needs, objectives, functions, features, input, and output requirements.
- Manages cyber and security risk training.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Information Technology (IT) Director is responsible for supervising IT Department staff.

- Partners and coordinates with Graton Resort & Casino IT and other vendors.
- Establishes and plans implementation of department goals and objectives.
- Coaches, develops, and evaluates the performance of IT Department staff.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- Ten (10) years of IT, computer technology, cyber security or related experience.
 - Five (5) years of management/leadership experience.
- Education:**
- Bachelor's degree in business administration, computer science, MIS or related field.
- License/Certification:**
- Must possess a valid driver's license and be insurable under the Tribe's policy.

PREFERRED QUALIFICATIONS

- Master's degree in IT or related field.
- Computer Certifications.
- Tribal Government experience.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization and to lead, create and promote a positive and supportive work environment.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to delegate and conduct oversight appropriately to ensure timely completion of all required tasks and projects.
- Ability to understand complex financial requirements and policies, including coordination of annual budget process.
- Ability to work with tribal budget stakeholders at all levels (e.g., Finance Department Staff, Program Managers, Department Managers/Directors, Tribal Council, etc.)
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate a solid understanding of and ability to manage organizational structures and adherence to chains of command.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor your work and the work of others to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position is subject to a criminal history background check, a suitability background check, and may be subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Information Technology Director** job description and have been provided with a copy of the job description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Printed name

Signature

Date