INTERNAL POSITION DESCRIPTION and VACANCY ANNOUNCEMENT
Open to Existing Employees and CTUIR members

POSITION TITLE:	ITS Program Manager
SALARY:	Pay Range: 14 $85,436.64 to $ 118,689.84 annual DOE/DOQ
DEPARTMENT:	Office of Information Technology (OIT)
LOCATION:	Position located at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation.
EMPLOYMENT STATUS:	Full Time with benefits package Extensive Federal Bureau Investigations background check required Exempt
SUPERVISED BY:	Office of Information Technology Director
OPENING DATE:	August 28, 2024
CLOSING DATE:	September 6, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

This position is approximately two-thirds technical and one-third administrative. Administrative duties include interaction with all Tribal Programs requiring strong interpersonal skills; management of budgets, work plans,

purchasing, and inventory; directing and evaluating ITS program staff; and designing and implementing policies and procedures to ensure productivity and accountability of the ITS program. This position requires strong technical skills with the ability to address a wide range of problems including those involving: cybersecurity practices, network architecture; hardware and software; server administration; wireless networking; and information management. This person will be required to mentor junior staff, increasing their capacity and creating opportunities for their professional growth. Infrequent travel is required as part of this position.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Help establish standards for information technology in the Tribal Government.
2. Communicate with key stakeholders and provide technical assistance to Tribal Government and Enterprise staff as needed to ensure compatibility and effectiveness of ITS solutions.
3. Oversees the daily operational activities of technology systems.
4. Manage information technology customer support functions.
5. Review departmental requests for technology and makes recommendations, as appropriate, on alternative system options.
6. Evaluate technology and make recommendations to ensure compatibility and effectiveness.
7. Plan and evaluate the work of professional and technical staff.
8. Establish written policies and procedures for information technology acquisition and utilization.
9. Prepare and process ITS Program budgets, various reports, and program documentation and work plans.
10. Other duties as assigned by OIT director related to duties and responsibilities within Office of Information Technology.

SUPERVISORY AUTHORITY:
ITS Program Staff
SIGNATORY AUTHORITY:
Purchase Requests, Program Time Sheets, Quotes, Employee Evaluations etc.
ACCESS TO SENSITIVE AREAS:
The position will have access to sensitive areas of the organization and the employee will be required to sign confidentiality statements as well as pass a police/Federal Bureau Investigations background check in order to work with their systems. They will also be required to pass a CTUIR Gaming Commission background check for access to the Gaming Commission information.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

The qualified applicant will be a self-motivated, conscientious individual who can work independently with minimal supervision, as well as communicate effectively with other professionals employed by CTUIR. Specific qualifications include the following:

1. Bachelor's degree in computer science or a related field
   May be substituted for:
   a. 7 years of professional experience in a senior technical role and 2 years college.
2. Two years of experience at a senior level with supervisory, project, and budget management responsibilities.
3. Two years of senior-level experience in an enterprise IT environment dealing with systems distributed over multiple sites.

4. Demonstrated experience in automating IT tasks like network monitoring, helpdesk functions, or computer deployment.
5. At least one of the following current professional certifications (Copy of Certificate required):
   - MCSE
   - CCNA/P
   - CCDA/P
   - MCITP
6. Demonstrated competence with the following hardware:
   - Servers
   - Enterprise Network Switches
   - Desktop and Laptop Computers
   - Enterprise IP Phone systems
7. Demonstrated working knowledge with the following software environments:
   - Microsoft Windows Server Environment
   - Microsoft Windows 10 and 11
   - SQL Server
   - Microsoft Exchange Server
   - Microsoft Office 365
   - Experience working in an Information Technology Infrastructure Library (ITIL)-driven environment and working knowledge of ITIL principles and processes.
   - Work order system such as BMC Track-It!
   - Experience with Managed Service Provider (MSP) software such as ConnectWise or other cloud-based remote management solutions a plus.
8. Effective communication is key. Strong interpersonal and communication skills are necessary, both verbally and in writing. Good writing, spelling, proofreading, grammar, and punctuation skills are a must. Be able to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
9. Must be able to secure sources of information relating to Tribal problems/concerns.
10. Must gain knowledge about the various services offered by the programs run by the Tribal Government.
11. Must have extensive knowledge of computer processing equipment and software, including Microsoft Office 365. Knowledge of computers, Microsoft Windows Operating Systems, and other office technological equipment must be kept current by attending training as directed by the supervisor.
12. Considerable knowledge of general office practices and procedures. Individuals must be highly organized and have good filing skills.
13. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
14. Must practice strict confidentiality at all times.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a computer keyboard, mouse, hand, and power tools and to handle other computer components for extended periods of time.
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Lifting and transporting of moderately heavy objects, such as computers and peripherals.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

> 1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
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> 2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
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> 3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
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> 4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age, or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug-Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Copy of Official Certificates outlined in the required minimum qualifications section.
5. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
6. High School Diploma/GED or copy of official college transcripts (if applicable).
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060
          To be considered, application package must be post marked by the closing date.

_____   08/28/2024
Approved: Patricia Farrow, Sr. Staffing and Recruitment Specialist   Date

<u>Applicant Review and Acknowledgement</u>

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

_____   _____

Applicant Signature   Date