

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

TITLE: Information Technology (IT) Director
DEPARTMENT: Administration
CLOSING DATE: April 3, 2020, *or until filled*
CLASSIFICATION: Permanent, Full-Time
LOCATION: Odanah, WI (GLIFWC Main Office)
SALARY: Starting Salary Range: \$53,127 – \$62,787 (Dependent on Qualifications). Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

Reports to the Deputy Administrator as the lead in development, maintenance, implementation, and expansion of GLIFWC IT systems across all GLIFWC divisions. The IT Director is responsible for setting the strategic direction for the Commission's IT systems and infrastructure to maintain effective and efficient end user utility. The IT Director maintains a fully redundant, secure, robust and integrated information technology environment. Supervises the Network Administrator and Records Management Specialist. Duties include but are not limited to: responsible for overseeing and providing leadership and direction in all areas of information technology planning, architecture, standards, documentation, deployment, capital investments, and day-to-day operations; responsible for budget development and maintenance; responsible for development and maintenance of data recovery plan; responsible for managing workforce computing device inventory and coordinates replacement and upgrades of related software and hardware; evaluates IT vendors and proposed IT solutions and develops effective working relationships with selected vendors; establish and manage an IT help desk/ticketing system; provides direction & recommendations of current & future IT security needs; develops training plans for staff to ensure current IT standards and practices are employed; conducts research as needed for the development and implementation of GLIFWC IT platforms; develops proposals for grant funding opportunities and philanthropic IT offerings; develops, maintains, and enforces IT Policies and Procedures; and other position related duties as required and assigned.

QUALIFICATIONS

Applicants must possess: Master's Degree in Computer Science/Information Systems (preferred); or Bachelor's degree in Information Technology, Computer Science/Information Systems, or related field with three years' minimum experience working in IT operations, supervising technology teams, and overseeing large information technology projects.

Applicants are required to possess and demonstrate knowledge and experience of:

- Administering IT operations, supervising technology teams, and overseeing large information technology projects
- Managing computer systems, security, network and systems administration, databases and data storage systems, and telecommunications systems
- Strong interpersonal skills and ability to effectively communicate with teams across the entire organization with users of varying abilities in addition to external vendors and service providers.
- Project management principles including IT policy development and the development and implementation of IT strategic plans

- Cisco, Microsoft Azure, Active Directory, MS Office 365, SQL/Postgres, disaster recovery/backup systems, cybersecurity
- New technology and software developments for purposes of maintaining an effective IT system
- Evaluate and optimize architecture of cloud-based applications (i.e. databases, records management, website, fiscal management system)

In addition, applicants must possess:

- Excellent leadership, initiative and decision-making skills
- Experience in performing organizational wide cost/benefit analysis
- An ability to work independently and effectively implement and manage projects
- Must have a valid driver's license and be insurable
- Pass criminal history background investigation
- Work or other relevant experience with Indian Tribes or governmental agencies preferred.

Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638)

APPLICATION PROCEDURE

Submit a completed GLIFWC application for employment (available at: www.glifwc.org), letter of interest, resume, and three references to:

Keith Rolof, Deputy Administrator
Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861
krolof@glifwc.org