



Employee Job Description
Position Title: IT Director
Position ID #
Facility: Tribal Center
Job Family: IT Comp Grade: Grade W (\$32.18 - \$46.87) Status: Full Time (Salaried Exempt)

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position & Essential Functions:

Manage the IT department. Provide technical support to the different departments in the tribal government.

IT Director Job Duties:

- Supervise employees in the IT department
- Network security
- Data and server backup
- Advise other departments on software and computer purchases
- Coordinate upgrades and new software installations
- Troubleshoot software and hardware failures
- Preventative maintenance
- Advise departments and council on policies and procedures
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: Use to list any expected, or N/A

Directly Reporting to: Tribal Administrator

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 75 pounds.
- Requires significant use of personal computer, servers, firewalls, switches, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- Computer Science Degree or Associate Degree with six or more years working in the Information Technology field.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires expert level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Bachelor's degree in Computer Science
- Six years of experience in Information Technology field.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.