The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 06/25/26
CLOSE: Open until filled

EXEMPT ____
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION: **INFORMATION SYSTEMS AND TECHNOLOGY ADMINISTRATOR**

RESPONSIBLE TO: **Chief Executive Officer**

SALARY: Step Range: 43-62; Annual/Full Benefits
Salary Range: $101,135 - $177,341
Hourly Range: $48.62 - $83.62

CLASSIFICATION: Professional/ Management, Regular, Full-Time

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd
Chiloquin, OR. 97624

BACKGROUND: Executive Package level background

POSITION OBJECTIVES

The IST Director oversees the Information Technology needs and resources for The Klamath Tribes Administration including Information Systems, Development, Network Security and Management, IT Infrastructure, IT Administration, IT Operations, and IT Team.

The IST Director provides Leadership for the overall IT strategy for the organization that achieves Vision, Mission, and Values. The IST Director leads the IT Team in supporting the delivery of safe and quality services through customer service, innovation, and technology. The IST Director provides expertise for strategic planning, project planning and coordination, and organizational operations. This position is a direct report to the CEO of the Klamath Tribes.

MAJOR DUTIES AND RESPONSIBILITIES

Information Systems:

1. The incumbent will be called upon to accomplish other tasks within their scope of work.

2. Oversee implementation and management of all Klamath Tribes Administration Information Systems.

3. Oversee and evaluate administration of server infrastructure and resources including Active Directory, DNS, DHCP, Group Policies, MS Exchange, and other services. Ensure network connectivity of all servers, workstations, and other network resources.

4. Oversee and evaluate administration of server environments including operating systems, and software applications. Oversee the management of user accounts and access to computer systems, software, shared directories, and other network resources.

5. Oversee the in-house development and maintenance of database systems and software solutions.

6. Oversee Klamath Tribes Administration internal and external web pages.

Network Security and Management:

7. Ensure the security and integrity of all stored electronic data and files by performing server and security audits, and system backups and recovery.

8. Ensure the Klamath Tribes Administration network is protected and monitored by corporate grade firewalls and endpoint protection software. Ensure network security monitoring and logging.

9. Oversee implementation and management of network equipment and infrastructure. Manage and track access control to network equipment and infrastructure locations including server rooms, IT closets, Main Distribution Frame, Intermediate Distribution Frame.

10. Implement and maintain access control systems for proximity lock systems, networked alarm systems, and proximity/ID badge system. Ensure programming, monitoring, and tracking of access control systems.

11. Oversee implementation and management of Telecommunication systems.

12. Oversee management of all networked surveillance systems including access control and availability of surveillance footage.

Administrative:

13. Serve as the main point of contact for all matters pertaining to information systems, network components, software, and compatibility issues for Klamath Tribes Administration users and equipment.

14. Administer standards for types of computer hardware and software to be used at Klamath Tribes Administration. Oversee new and existing equipment, hardware, and software upgrades.

15. Responsible for researching and appraising new technologies, systems, software, and related components that may be utilized to improve operations of Klamath Tribes Administration programs. Must be included in the planning and meetings where technology strategy, policy, and standards are discussed and system changes are reviewed by collaborating with department leaders to assess short- and long-term network capacity needs.

16. Develop, implement and maintain policies, procedures, and associated training plans for network administration, usage, and disaster recovery.

17. Ensure a sufficient inventory of computer related equipment and supplies necessary to support the daily operations of Klamath Tribes Administration programs. Will be required to work within budgetary guidelines and maintain an accurate ongoing balance of departmental budget. Obtain all price quotes for computer hardware, software, and supplies.

IST Department:

18. Implement and maintain support system for troubleshooting complex system and application errors and suggest solutions to application performance problems using independent judgment to define and develop support, problem analysis, resolution practices, and procedures.

19. Ensure regularly scheduled updates and diagnostics on all computer systems. Ensure regular maintenance and cleaning of all computer systems, computer peripherals, and other electronic office equipment including printers, faxes, copiers, and telephones.

20. Ensure the proper moving of all Klamath Tribes Administration computer, telecommunication, and other electronic office equipment.

21. Ensure all desktop computer systems are free of viruses, adware, malware, worms, Trojan software, chat software, games, peer-to-peer file sharing systems, and any other software or inappropriate material that violates Klamath Tribes policies.

22. Ensure system backup and recovery for desktop computer systems and users.

23. Provide monthly and annual reports on IST activities, significant events and staff training.

24. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Employees work under the direct supervision of the Chief Executive Officer who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations that do not have clear precedents.

Employees work independently, resolve problems on the basis of past precedent; exercises judgment in interpreting guidelines and applicability; ensures deadlines are met.

Employee plans and carries out various stages of work by selecting and using approved methods and techniques as appropriate. Work is reviewed for quality and compliance with established policies and procedures.

Provides general supervision, management, and training for the IT Department and IT Specialists.

KNOWLEDGE, SKILLS, ABILITIES

Ability to administer, manage, implement, and maintain other commercial or in-house database systems and software.

Understanding of computer networking, TCP/IP, LAN and WAN systems, routers, switches, firewalls, DNS, DHCP, SMTP, SNMP and IP subnets.

Knowledge of Hyper-V, clustering, VM's and SANS.

Experience with intrusion detection, anti-virus/malware tools, encryption, network vulnerabilities, scanners and network monitoring tools.

Ability to set up user profiles, email, access control systems, access to specialized software, and provide technical assistance to users on using these items.

Ability to configure and set up servers, network equipment, telecommunications equipment, and other electronic office equipment.

Ability to lift and move computer, telephone, and electronic equipment.

Ability to operate and maintain surveillance/security systems.

Ability to troubleshoot technical computer difficulties, identify and repair problems.

Ability to establish, update, and maintain security codes for all employees.

Must be highly self-motivated and directed, with keen attention to detail.

Ability to communicate in both oral and written forms. This person should be able to express her/himself in a clear and concise manner for the purpose of correspondence, providing reports and instructions, as well as for obtaining information or conveying messages.

Ability to perform work and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities. This includes the ability to plan and organize work using one's own initiative and seek information and assistance from other sources as necessary, making decisions based on experience.

Ability to maintain **strict confidentiality** of records and information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** Bachelor's Degree in Computer Science or related with three (3) year's experience **OR** equivalent combination of education and experience. **(*Must submit copy of diploma and transcripts with application.)***

- **REQUIRED** to have extensive experience with Microsoft Windows Server environments and Active Directory.

- **REQUIRED** to have experience managing and administering MS Exchange and other enterprise level systems.

- **REQUIRED** to have experience troubleshooting, updating and maintaining software systems.

- **REQUIRED** to have experience with TCP/IP networking environments.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Experience with SQL Server 2012 is preferred.

- Experience with MS Visual Studio 2005 or higher is preferred.

- Experience with C#, VB.NET, VBA, batch files, VB script is preferred.

- Experience with MIP and Microix.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource

P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**