



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Information Technology Director (Full Time - Regular)

Summary: Direct, manage and control all information technology services, systems, communications, and networks of the Little River Band of Ottawa Indians Tribal Government. Provide advice and guidance to Tribal Government senior staff on technology and information services and systems.

Employment Qualifications:

Minimum Necessary Qualifications

- Bachelor's degree in computer science, or similar technology course of study and 5 years of I.T. experience or at least 90 college credit hours in a computer science or similar technology degree program and 8 years of I.T. experience; and
- 4 years of prior successful supervisor/managerial experience in an I.T. department; and
- 4 years of demonstrated successful experience in the following:
 - Network Administration
 - System Administration
 - Security Administration
 - Department Budgets
 - Tribal Government; and
- Eligible for certification in the Michigan Criminal Justice Information Network; and
- Prior experience as a HIPAA Security Officer. Must obtain and maintain HIPAA Privacy and Security Certification; and
- Prior experience leading and managing large IT projects and implementing infrastructure across various technologies; and
- A valid Operator's License with a driving record insurable under Tribal and insurance company policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a post-offer drug screen and background investigation.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E7 **Hiring Range:** \$65,691 - \$87,115 Commensurate with Verified Qualifications

Status: Exempt/Bi-Weekly Pay **Background Check:** Extensive

Application Instructions:

Obtain an application form on the Tribe's website and request a copy of the position description www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed LRBOI application, cover letter, transcripts for Bachelor's Degree (if applicable), any/all licensure(s) and/or certifications required/relevant for position, resume, copy of Driver License front/back and a copy of Tribal ID (if applicable), to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 10/14/2021 through 10/29/2021

General Posting Period – Subject to outcome of Tribal Member selection process.