



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Information Technology Director – Repost (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. HIPPA Security Officer.

Employment Qualifications: Minimum Necessary Qualifications

- A Master's degree in Information Technology Management or similar computer course of study and 5 years of I.T. Department experience; Or A Bachelor's degree in Computer Science or similar computer course of study and 10 years of IT Department experience; and
- 5 years of prior supervisor/managerial experience in an I.T. department; 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 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.

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

Pay Grade: E8 **Hiring Range:** \$79,322.00 - \$105,191.00 - Commensurate with Verified Qualifications

Status: Exempt/Bi-Weekly Pay

Background Check: Extensive

Application Instructions: **Incomplete submissions will not be considered.**

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

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov.

To apply please submit completed LRBOI application, cover letter, transcripts for required Degree, 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: apply@lrboi-nsn.gov.

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.

Posted: 12/19/2023

Removal: 01/01/2024