



## Human Resources Department Pueblo of Santo Domingo

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### **JOB ANNOUNCEMENT**

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**POSITION TITLE:** IT Director

**SALARY RANGE:** \$75,000-\$100,000

**DEPARTMENT:** Information Technology

**POSITION STATUS:** Full-Time Exempt

**SUPERVISOR:** Chief Informational Officer

**JOB POSTING ID:** IDC-2413

**Period to Apply:** 03/04/2024-03/29/2024.

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE:**

The Information Technology (I.T.) Director is responsible for administering the overall daily operations of the I.T. department and has complete control and responsibility for design, development, testing, installation, security, and maintenance of all I.T. operations. Incumbent determines information services requirements of Santo Domingo Pueblo, establishing priorities for systems development and data processing requirements, evaluating hardware and software needs and acts appropriately to protect system from viruses and cyber-attacks. Develops and manages budgets, works with departments to provide staffing and equipment necessary to implement required computer operating systems and information services.

#### **TYPICAL FUNCTIONS:**

- Plan, organize, and direct all operations and activities of Santo Domingo Pueblo management information services department; responsible for meeting all data processing or information technology requirements through the development of appropriate operating and applications systems.
- Facilitate the adequate availability, training, development, and performance management of subordinate personnel.
- Establish priorities for systems development and data processing projects in accordance with Santo Domingo Pueblo requirements; develops plans for future utilization of data processing services; make recommendations concerning the selection and purchase of equipment, vendor products, or services, and required training.
- Provide for coordination of activities within the management information services department and with user departments within Santo Domingo Pueblo.
- Develop departmental budget with primary responsibility for funds to be allocated for data processing improvement and cyber security requirements.

- Evaluate systems and staff performance projecting needs for upgrading hardware or software used or training required; direct staff activities in reviewing and maintaining the operating system and the development or enhancement of staff training programs.
- Respond to informational requests by Tribal Program Administrator and Tribal Administration via written reports and correspondence when requested.
- Maintain professional hygiene and appearance.
- Mentor and coach subordinates to assist in developing goals and skill sets.
- Attend and satisfactorily complete the required training as directed by the Tribal Program Administrator.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**  
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, handling, tracking of budgets, confidentiality, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation**  
All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**  
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management**  
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Manage Resources**  
Incumbent in this position have to appropriately allocate a variety of resources that may include, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Decisiveness**  
Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**  
Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Computer Technology**  
Incumbent in this position must have expert level knowledge of computer and network operation to include design specifications for application program systems, data processing hardware and software functions, capabilities and interrelationships, maintenance and trouble-shooting methods and techniques, and security and control methods of electronic data systems.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in a computer science field preferred, **AND** 4 years of experience in an IT environment of which 2 years must have been in a supervisory or managerial position; or an equivalent combination of education and experience.
- Must have excellent oral and written skills.
- Extended working hours, including evenings, weekends, and holidays may be required.
- Must possess a valid driver's license and must be insurable through the Santo Domingo Pueblo's Liability insurance plan.
- **Must be 21 years of age for insurance purposes.**
- Must be able to satisfactorily pass a background check.
- Covid-19 vaccination required. Reasonable accommodation considered.

### **HOW TO APPLY**

Please submit complete application packet. No phone calls please.

- By email: HR@kewa-nsn.us
  - Subject line: **IT Director application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete

application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume