

COQUILLE INDIAN TRIBE

Job Title: Information Services Director
Department: Strategic Operations Office
Reports to: Executive Director, Office of Strategic Operations
FLSA Status: Exempt
Salary Grade: \$106,600.00 - \$159,868.80
Location: Coos Bay

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Executive Director, the Information Services Director (ISD) provides strategic leadership, administrative oversight, planning, and policy direction for all Tribal Government information systems and technology services. The ISD ensures secure, reliable, and efficient technology systems that support the Tribe's administrative operations and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directly supervises employees in the IS Department; to include but not limited to: planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to staff and conduct disciplinary measures as necessary.
2. Maintains the Tribal Information Services policies to ensure data accuracy, security and legal compliance.
3. Consults with executive leadership and departments to assess operational technology needs, identify priorities, and develop short- and long-term IS strategies.
4. Determines scope and priorities of IS projects; ensures projects are delivered on time and aligned with organizational goals.
5. Develops and manages the IS Department budget.
6. Ensures staffing and financial resources are used effectively.
7. Researches and evaluates alternative funding sources and grants.
8. Manages technology acquisition planning and lifecycle reviews.
9. Works closely with Data Sovereignty Director to ensure cybersecurity strategy, tools, response planning, and compliance are implemented and adhered to.
10. Provides leadership in developing plans for systems architecture, infrastructure improvements, hardware/software procurement, licensing, and cloud strategy.
11. Ensures technical decisions are guided by team experts.
12. Negotiates contracts with consultants and vendors for technology services, solutions, and consulting.
13. Oversees telecommunications systems, audio-visual equipment, and security systems for Tribal facilities.
14. Ensures appropriate operational processes exist for computer operations including scheduling, backup, storage, and retrieval functions.
15. Develops, maintains, and tests disaster recovery plans.
16. Reviews and addresses reports of computer and peripheral equipment malfunctions, assessing costs and operational impact.

17. Provides support to end users in the selection, procurement, usage, maintenance, and documentation of technology, including maintaining inventories of installed software and hardware.
18. Partners with Tribal departments to ensure IS services meet operational needs, and provides guidance for technology planning and change management.
19. Assists in the training and development of Tribal employees in the effective use of Tribal IT systems.
20. Ensures trusted, secure, and efficient deployment of systems, networks, cloud services, and user technologies while empowering staff specialists to execute technical work.
21. Other duties, as assigned.

The statements in this job description are 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

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Strong communication, teambuilding, and conflict resolution skills to manage complex or stressful situations.
2. Ability to foster an inclusive workforce, valuing diverse perspectives.
3. Independent decision-making within policies and procedures.
4. Excellent organizational skills, including time management and analytical problem-solving.
5. High attention to detail and ability to manage multiple priorities under deadlines.
6. Ability to support and develop staff through coaching and feedback.
7. Utilizes a results driven approach using data, technical insight, and risk analysis.
8. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
9. Ability to read, interpret, and write technical documentation.
10. Broad understanding of enterprise technology environments (e.g., networks, servers, cloud services, cybersecurity, applications) and ability to guide teams performing technical work.
11. Experience working within mixed technology environments (Windows, Linux, databases, cloud platforms, etc.).
12. Sufficient computer literacy to produce reports, documents, and communication materials.
13. Ability to build cooperative working relationships and partner effectively with other departments. Ability to evaluate and communication IS project priorities for project scheduling and staffing.

REQUIRED QUALIFICATIONS

1. Bachelor's degree in a technical or computer-science field required; Masters in a Technical or Business field preferred.
2. A minimum of 5 years of information systems or technology experience and 5 years of leadership experience required.
3. A minimum of 2 years supervisory or management experience required.
4. Demonstrated experience overseeing enterprise-level technology operations, relying on technical experts for configuration, administration, and engineering tasks.
5. Demonstrated experience working within mixed technology environments (Windows, Linux, databases, cloud platforms, etc.).
6. Demonstrated experience managing programmatic and operational budgets with multiple funding sources.
7. Demonstrated experience successfully communicating complex technical concepts in clear business terms and presenting reports, project updates, and team needs to influence leadership decisions.
8. Demonstrated ability to coordinate technical decision-making through subject-matter experts
9. Current and valid Oregon driver's license in good standing (or ability to obtain) with no insurability issues with the Tribe's insurance carrier is required.