

POSITION TITLE:

Information Technology Director

DEPARTMENT: Information Technology

LOCATION: Wenatchee, WA

COMPENSATION: \$80,000 - \$92,000 DOE

SCHEDULE: Full time

SHIFT: Day

TRAVEL: Periodically

JOB DESCRIPTION:

We are looking for an experienced IT Director to oversee all IT (Information Technology) functions in our company. You will be responsible for managing the company's technology operations and the implementation of new IT systems and policies. As the company grows, you will be responsible for hiring, managing, and mentoring other IT team members.

This position requires a solid technical background with the ability to manage and motivate people to use the right systems and tools. As the IT Director you should have deep IT knowledge working with computer systems, applications, and modern technology. Our desire is to implement SharePoint, leverage our existing suite of Microsoft products and consolidate where necessary. The ideal candidate will be experienced in creating and implementing IT policies and systems that will meet our business objectives.

The goal is to ensure IT systems and people are effective and functioning within the limits of budget, time, and specifications of the company.

COMPETENCIES:

1. Technical Capability
2. Business Acumen
3. Strategic Thinking
4. Learning and Training Focused
5. Leadership Abilities

KEY RESPONSIBILITIES:

- Overseeing all technology operations and evaluating them according to established goals.
- Devising and establishing IT policies and standards to support the implementation of strategies.
- Ensure the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
- Involved in determining the user requirements for our internal OSS system and preparing user stories for the Development team.
- Provide User Acceptance Testing [UAT] and development deliverables in alignment with the development team.

- Analyze the company business requirements and technology vision, recommend solutions and author a comprehensive plan to achieve the vision.
- Oversee all technology operations (e.g. network security) and evaluate them according to established goals.
- Conducts on-boarding of new systems and applications to new hires and contractors. This includes computer set-up, correct user access, administrative rights and select permissions to confidential documentation.
- Implement SharePoint and build a comprehensive adoption plan for new users.
- Inspect the use of technological equipment and software to ensure functionality and efficiency.
- Identify the need for upgrades, configurations or new systems and report to upper management
- Control budget and report on expenditure. This will be a cohesive role alongside the Chief Operations Officer.
- Creates and writes end-user documentation that is kept up-to-date by creating standard work that is maintained and updated through a regular work cadence.
- Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.
- Directs and prioritizes the work load of subordinate personnel as the team grows.
- Participates on all hardware and software evaluations and maintains vendor contracts.
- Directs education programs for her/his staff.
- Perform liaison duties between users, operations, and personnel in the areas of implementation, maintenance and trouble shooting.
- Conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel.
- Purchase efficient and cost effective technological equipment and software.
- When applicable, build relationships with IT vendors and creating cost-efficient contracts.

QUALIFICATIONS:

- Bachelor's degree in computer science or related field or related experience.
- Minimum of five (5) years of experience within information technology.
- Ability to integrate internal and 3rd party software platforms via API for shared transactions.
- Experience working with Microsoft products, including SharePoint.
- Experience in the most current technologies and products used in the industry.
- Valid Washington State license is required.

SCREENING BEGIN DATE: April 27, 2018

POSTING CLOSE DATE: Open until position is filled

REQUIRED APPLICANT DOCUMENTS:

- Resume
- Cover Letter
- Three professional references

BACKGROUND CHECK:

Requires a background check.

ABOUT US:

Native Network, Inc. helps Native American Tribes connect with communications technology so they are empowered to reduce costs, generate revenue, create jobs and ultimately diversify their economies. Native Network

provides professional services, wholesale telecommunications services, a web based ecommerce platform & full suite of software offerings to enable customers with the tools to connect & realize the benefits of the 21st century digital economy.

OUR CORE VALUES:

As members of Native Network, Inc's organization, we shall strive to exceed our customers', employees', shareholders' and communities' expectations by conducting our business with the following values as our guide.

We:

- Are customer focused and quality driven
- Have a sense of urgency
- Deliver on what we promise
- Are honest and respectful
- Work as a team
- Have a passion for excellence
- Will do whatever it takes

EEO/AA STATEMENT:

Native Network, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies with regard to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.