# Burns Paiute Tribe

## IT Manager

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| **Job Title:** | IT Manager |
| **Department:** | Information Technology |
| **Reports To:** | General Manager |
| **FLSA Status:** | Exempt-Full Time, Benefits |
| **Opens:** | 09/01/26 |
| **Closes:** | Till filled |
| **Salary:** | GS 11/DOE |

## POSITION SUMMARY

The IT Manager position is the core of the IT Department. The Manager is directly responsible for assisting in creating policy for the Tribe, creating a mission statement for the IT Department, and ensuring that the Department maintains the Tribal infrastructure across multiple departments and locations. The Manager is responsible for coordinating IT Staff with needed duties and also assisting with such duties directly when needed.

This position is on flexible hours but must ensure that there is IT support through normal operational hours. Remote work is expected along with having to work off hours to ensure that there is minimal interruption of service to departments and users.

The Manager will be responsible for maintaining all infrastructure and server equipment across the Tribal network. Knowledge in Microsoft, Unifi, HP, Dell hardware and a wide range of microwave and connection equipment is a must. The Manager must be good at trouble shooting issues as well as flexible to learn and adapt new technologies into the Tribal network.

Travel is required to remote locations as well as to meeting locations. Valid driver's license required.

## DUTIES and RESPONSIBILITIES

- Oversee departmental employees / schedule and assist IT Department Employees
- Implement and maintain Active Directory environment / install and set up Microsoft Server environments/ DHCP/ DNS/ File sharing and other needed services.
- Proficient with Office 365 servers and accounts / connected on site accounts in an SSO.
- Create computer and digital polices / procedures for Tribal needs.
- Set up desktop computers for use on the network
- Set up laptop computers
- Set up printers, wi-fi and other equipment as needed
- Purchase end user equipment, toner and other supplies as needed
- Maintain web page
- Install computer/server/switching/microwave equipment
- Maintain/oversee inventory for IT department infrastructure
- Maintain and track licensing for department software.
- Maintain asset software for IT department

- Set up cell phones for employee use
- Maintain good working rapport with other employees and departments
- Ability to be flexible and on call as needed
- Ability to troubleshoot common network problems as well as user issues
- Ability to use Teams to access end user computer to assist with problems
- Ability to set up and use Zoom conferencing

## REQUIRED QUALIFICATIONS AND EDUCATION

- Minimum 5 year experience with LAN and WAN systems.
- Minimum 5 year experience with customer service in a help desk situation.
- Proficient in Microsoft products including server software.
- Knowledge in Veeam/Defender/Unifi and other software.
- Proficient with backup policies and backup devices.
- Proficient with Microsoft server systems.
- Proficient with Network protocols and TCP/IP infrastructure
- Proficient in programing and maintaining wide range of switch and routers.
- Bachelor degree in Information Systems or Computer Science preferred.
- Valid drivers license

## OTHER DESIRED QUALIFICATIONS

- Voc Training in Computer Science
- Microsoft Certification in Server, older MCSA or MCSE
- A+ or Net+ Certification

## INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

**Successful Candidate must:**

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause

Return completed Burns Paiute Indian Tribe Application, Cover Letter, and resume, to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov