



*Pride Of the Ojibwe*  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

## Information Technology Director

**Position:** Information Technology Director  
**Posting Date:** February 6, 2023  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable  
**Location:** LCO Tribal Administration Building  
**Supervision:** LCO Tribal Governing Board

### POSITION SUMMARY:

The IT Director is responsible for all Information Technology related equipment, software and daily/routine procedures. They are responsible for the implementation, maintenance, and support of Information Technology systems and software at the Tribal Government Building and many of the outlying entities owned and operated by the Lac Courte Oreilles Band of Lake Superior Chippewa Indians. This person is responsible for the supervision of employees in the Information Technology Department. The Executive Director will provide the supervision of the IT Director.

### QUALIFICATIONS:

- Tribal Preference Applies.
- Bachelor Degree in Information Technology; or
- Associate Degree in Information Technology , with three (3) years' of experience that includes:
  1. extensive knowledge in LAN and WAN networking, Firewall Installation and Configuration, VPNs, Backup software, Wi-Fi Installation and Configuration, VoIP, Windows Active Directory Domains, Active Directory Group Policy Implementation, Administration, Network Sharing and Permissions Implementation and Management, Microsoft Office, Security Camera and FOB Systems, Hardware and Software Installation and Troubleshooting, and Help Desk Support.
  2. 2 years' experience with Management, Budgeting, Cost Control, and Project Planning.
- Must maintain a professional and customer service-oriented attitude.

- Must have excellent written and oral interpersonal communication skills.
- Must adhere to strict confidentiality in all matters.
- Must be able to work cooperatively with other staff and other IT departments.
- Possess a valid Driver's License, personal vehicle insurance, and reliable transportation.
- Must be willing and able to travel.
- Must pass background check(s).
- Must be able to pass pre-employment drug test.

**DUTIES AND RESPONSIBILITIES:**

- Supervise IT Staff
- Recommend and implement tribal technology policies and procedures.
- Coordinate, provide, and train staff in the use of technology.
- Evaluate computer software, multi-media, telecommunications, and other technology products and resources.
- Purchase, installation, implementation, and maintenance of network switches, routers, LAN & WAN, firewalls and Wi-Fi devices, servers, and equipment.
- Phone systems and handsets from vendors including: Nextiva, Polycom, and Mitel. Creating new phone extensions and voicemail boxes,
- Microsoft Windows Servers
- Configuring and maintaining the Backup device to backup all servers on site at the Tribal Office
- Sending out alerts and important information to all employees via email
- Maintaining the security camera and key FOB systems, and creating backup discs and documentation of security events captured by the security camera
- Maintaining a catalog of software purchased and applicable licenses
- Asset tagging all existing and new technology equipment in collaboration with the Inventory Specialist in the Procurement Department
- Assisting with interdepartmental equipment transfers and storage and distribution of used equipment; responsible for determination of when equipment should be deemed "end of life", and proper documentation of such
- Responsible for the wiping data from old and broken equipment that will no longer be in service; the responsible and ethical disposal of old and broken equipment that is no longer in service
- Develop and maintain standards throughout all the Tribal Entities (networking equipment, operating systems, equipment, software, etc.)
- Work cooperatively with staff, the Tribal Governing Board, community members, and vendors/contractors
- Collaborate with other Tribal IT Departments
- Manage any and all project planning to ensure adherence to budget, schedule, and scope
- Other duties as assigned

**Application Procedure:**

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters** of references, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement.

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Recourse Department**

**13394 W. Trepania Road**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

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***Tribal Preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***