

**PENOBSCOT NATION**

TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7306

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applications for the following position:

**OPENING DATE: June 26, 2024**

**CLOSING DATE: Until Filled**

**Information Technology  
Manager**

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**JOB STATUS:**

**Information Technology Manager**  
**Career Field: Tribal Administration**  
**Pay Range: \$24.23 - \$37.01 per hr.**  
**Category: D**  
**Status/Term: Full-time, Exempt**

**LOCATION:**

**Penobscot Nation**  
**Tribal Administration**  
**Classification: Full-time**  
**12 Wabanaki Way**  
**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

Bachelor's Degree in computer science or related field with 5 years of experience, or Associate degree in computer science (specifically), 5 years' experience. Bachelor's Degree in computer science or related field with 4 years of experience, and supervisory experience is preferred. Experience with client/server Database technologies and UNIX is a plus. Macintosh experience is helpful. Microsoft certification is a plus. Strong analytical, communication and problem-solving skills. Must be able to act independently and to do detailed project analysis. Good written and oral communications skills. Ability to work closely with users in a team environment. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

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**HOW TO APPLY:**

- Applications available at the Human Resources Office or in the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at [www.penobscotnation.org](http://www.penobscotnation.org)
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)
- For further information, call 817-7306 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Information Technology Manager

**Department:** Tribal Administration

**Reports To:** Tribal Administrator

**Rate of Pay/Category:** \$24.23 - \$37.01 / Program Staff D

**Status/Term:** Full-time, Exempt

### ***JOB SUMMARY:***

This Information Technology Manager is responsible for the overall planning, organization, and execution of all information technology within the Penobscot Nation. The position will provide and support the maintenance of existing applications and development of new technical solutions for the organization.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- Assist all departments with acquisition, implementation, and maintenance of PC based hardware and software solutions.
- Design and implement computer network systems.
- Ensures and monitors network and data security through development and implementation of policies and procedures for users and IT systems checks; preserve assets by implementing disaster recover, backup procedures, information security and control structures.
- Analyze IT needs presented by users and recommend technical solutions with completion timeline.
- Designs training programs and workshops for staff and organization users
- Conducts regular system audits and provides regular operations system reports; analyzes data to make informed operational decisions with Tribal Administration
- Assists with the preparation of the annual IT budget; forecasts scheduling of infrastructure needs; manages IT budgets.
- Oversees and determines timeframes for major IT projects including system updates, upgrades, migrations, and outages and communicates with organizational users.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes, identifying problems, and anticipating organizational requirements.
- Supervises Information Technology staff, providing direction for IT team members.
- Develops and implements IT policy and best practice guides for the organization.
- Assists Tribal Administration and other departments in the design, implementation and support of application systems using Microsoft office and other applications. Must work with users to understand requirements as well as ensure compliance with database management standards. Responsible for performance, optimization, control, security, and insurance of data availability.
- Installation, support and maintenance of MS Windows based computers, server, peripherals and software. Evaluate and make purchase recommendations for departments considering performance, local requirements, maintenance, and compatibility with the tribal wide network.

- Installation, support, maintenance of network and Network Operating Systems. Integration of local area networks and workgroups into Tribal wide network. Assign IP addresses, protocols, bindings, and maintain Domain naming scheme. Secure all servers and desktops through backup and imaging.
- Responsible for minor telephone maintenance and coordinating major maintenance with service vendors.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

**KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:** (education required/preferred, skills required/preferred, years of experience required/preferred)

Bachelor's Degree in computer science or related field with 5 years of experience, or Associate degree in computer science (specifically) with 5 years' experience required. Bachelor's Degree in computer science or related field with 4 years of experience, and supervisory experience is preferred. Experience with client/server Database technologies and UNIX is a plus. Macintosh experience is helpful. Microsoft certification is a plus. Strong analytical, communication and problem-solving skills. Must be able to act independently and to do detailed project analysis. Good written and oral communications skills. Ability to work closely with users in a team environment. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

**LICENSES/CERTIFICATES/REGISTRATIONS:** (driver's license, professional licensing/certification)

**PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:** (physical requirements of position, job environment/conditions)

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.***