



Confederated Tribes of the Colville Reservation

Human Resources Office

P.O. Box 150

Nespelem, WA 99155

(800) 506-9434

(509) 634-2842

Fax (509) 634-2864

www.colvilletribes.com

POSITION: Deputy Chief Information Officer

SALARY: \$39.63, Less 5% during probation

REPORTS TO: CCT Chief Information Officer

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: Non- Exempt position. This is a highly responsible, complex, senior management position for the Colville Confederated Tribes, Information Technology Program. The Deputy CIO supports the CIO with strategic planning and operations over the Communications Services Department, including Network Operations, Computer Services, Copier Maintenance and Telecommunication Operations. This position has delegated supervisory and management authority over the technical staff of the CCT Communications Services Department. The Deputy CIO will assume acting CIO duties during any CIO absence. The Deputy CIO acts on behalf of and represents the CIO at internal and external meetings as requested and performs other duties as assigned by the CIO. In the absence of the CIO, the Deputy CIO serves as a key departmental liaison with outside agencies. This includes negotiations of interagency agreements, cooperative agreements, and memorandums of agreements (MOA's), grants, procurement contracts and various other types of contracted obligations. This position is responsible for ensuring compliance with tribal laws, funding agency requirements, and established administrative and financial policies/procedures. The Deputy CIO monitors contract compliance including adherence to funding agency requirements and tribal laws, and verifies that all agreement documentation and paperwork is processed in an accurate and timely manner.

MINIMUM QUALIFICATIONS:

Education and Training:

- ☐ Master's Degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or closely related field may be substituted for 12 months experience.
- ☐ Bachelor's Degree from an accredited college or university with major course work in Computer Science, Management Information Systems, or closely related field and 24 months of progressively responsible experience in this field.
- ☐ Must possess excellent verbal and written communication skills and be able to communicate effectively with a wide variety of stakeholders with diverse backgrounds and interests.
- ☐ Minimum of 3 years experience successful supervisory experience that demonstrates advanced personnel management skills in hiring, interviews, disciplining and motivating employees, workflow analysis, evaluations, detailing assignments, training staff, conducting staff meetings, public relations and conflict resolution.
- ☐ Must have advanced working knowledge of grants and contracts management including working with MOA's, MOU's, and other agreements including the ability to monitor a variety of awards, reimbursements, reports, progress and closeouts on variable timeframes.
- ☐ Must have certification in CCNA and Net Plus.
- ☐ Must have strong organizational leadership and interpersonal skills. Ability to lead, motivate and evaluate a team of high-level technical project staff.
- ☐ Must have work history with no documented performance issues with any employer (verification of past performance will be accomplished by reference check, which will occur prior to any candidate being selected for interview).
- ☐ Must successfully demonstrate knowledge, skill and ability to perform the functions of this position during interview.
- ☐ Must have above average public speaking skills with experience speaking to a variety of audiences and ability to make presentations to staff and other entities.
- ☐ Must be able to travel for meetings, negotiations, seminars and other business purposes as delegated, assigned or as position dictates.

- ☐ Must have a valid Washington State Driver's license and be eligible for the Tribe's vehicle insurance.
- ☐ Work experience must reflect better than average attendance and no documented performance issues related to functions of this position.
- ☐ Must be willing and able to work extended hours at times.
- ☐ This position has been identified as a Safety Sensitive Position. Pursuant to CCT Policies, this position is subject to post accident and reasonable suspicion drug testing.

Knowledge, Skills, and Abilities:

- ☐ Business and program management principles, methods, practices and terminology is required.
- ☐ Use of office computers and software applications used to prepare communications and track programs and projects; tribal administrative review process as it relates to contracts, budget development and modifications, policy development and monitoring.
- ☐ Recognize and solve complex contractual and business problems and provide sound advice to project leaders, tribal administration and CBC.
- ☐ Ability to interpret complex financial reports and legal documents including budgets, expenditure reports, contracts and contract modifications.
- ☐ Able to carry out complex tasks to completion while working independently or as a member of a project or interdisciplinary team.
- ☐ Knowledge of current technical trends and developments related to this field as well as fiscal management and other tribal government functions/activities.
- ☐ Demonstrated ability to work under pressure. Ability to communicate effectively both verbally and in written format.
- ☐ Qualifying background must include specific experience in managing large, high budget, high visibility Information Technology programs and projects in a multi-agency, multi-cultural environment.
- ☐ Ability to establish and maintain effective professional working relationships with a wide variety of stakeholders and coworkers including the CBC, other department managers, departmental employees, tribal members, funding agency representatives, regulatory agency representatives and other government and tribal entities.
- ☐ Ability to work effectively in individual contributor, team member and team leader roles in a multi-cultural environment supporting multi-agency programs and projects.

NOTE: Pursuant to Tribal Policy, this position is subject to pre-employment, random, post accident and reasonable suspicion drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m., Open until filled**, or be post marked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
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P. O. Box 150
Nespelem, WA 99155
(509) 634-2842
jacqueline.trevino@colvilletribes.com

Applicant must submit transcripts & additional documentation as indicated. To hold your place in a job file HR will print the first page of faxed/email applications; for further consideration forward signed application to Human Resources by closing – ORIGINAL REQUIRED.