

Job Requisition Form

Position to be filled: Chief Technology Officer

Department: Information Technology

Required Qualifications/Essential Duties:

- B.A. Degree in the field of computer science, business administration, or another rigorous discipline. An advanced degree in one of these fields is a plus.
- A minimum of 5 years of proven hands-on experience in Computer System Administration with maintaining, administering, troubleshooting Microsoft Windows
- Servers, virtualization, backup, network design, operational support, hands-on implementation and configuration of servers, workstations, Cisco routers, hubs, switch, and cabling in different LAN/WAN, wireless technology implementation.
- Valid California Driver License - **Required**
- Must be insurable through Tribe's insurance carrier and maintain throughout employment-**Required**
- Must be able to obtain a Gaming License and maintain throughout employment- **Required**
- Strategic business planning, budgeting, lead project meeting and innovation readiness;
- Identify opportunities and risks for delivering the company's services as a web-based business, including identification of competitive services, opportunities for innovation and assessment of marketplace obstacles and technical hurdles to the business success;
- Identify technology trends and evolving social behavior that may support or impede the success of the business;
- Evaluate and identify appropriate technology platforms (including web application frameworks and the deployment stack) for delivering the company's services;
- Lead strategic planning to achieve business goals by identifying and prioritizing development initiatives and setting timetables for the evaluation, development and deployment of all web-based services;
- Participate as a member of the senior management team in establishing governance processes of direction and control to ensure that objectives are achieved, risks are managed appropriately and the organization's resources are used responsibly, particularly in the areas of software development, office networks, computers and telecommunications;
- Collaborate with the appropriate departments to assess and recommend technologies that support company organization needs;
- Establish a governance process that meets government, partner and company expectations for customer information privacy;
- Direct development and execution of an enterprise-wide information security plan that protects the confidentiality, integrity and availability of the company's data and servers;
- Direct development and execution of an enterprise-wide disaster recovery and business continuity plan;
- Communicate the company's technology strategy to executive management, staff, partners, customers and stakeholders;
- Participate as a member of the senior management team in governance processes of the organization's architecture, telecommunications, networks, programming, media and desktops;
- Lead strategic technological planning to achieve business goals by prioritizing technology initiatives and coordinating the evaluation, deployment and management of current and future technologies;
- Collaborate with the appropriate departments to develop and maintain a technology plan that supports organizational needs;
- Develop and communicate business/technology alignment plans to executive team, staff, partners, customers and stakeholders;
- Assess and communicate risks associated with technology-related investments and purchases;
- Develop business case justifications and cost/benefits analyses for technology spending and initiatives;
- Define requirements for new technology implementations and communicate them to key business stakeholders;
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalize on economies of scale;
- Define and communicate corporate procedures, policies and standards for the organization for acquiring, implementing and operating new network systems, equipment, software and other technologies;
- Approve, prioritize and control projects and the project portfolio as they relate to the selection, acquisition, development and installation of major information systems;
- Conduct research to remain up-to-date and knowledgeable in regards to industry trends and emerging technologies in anticipation of new business processes and system alterations;
- Act as primary liaison for the company's technology vision via regular written and in-person communications with the organizations' executives, department heads and end users;
- Creatively and independently provide resolution to technical problems in a cost-effective manner;
- Develop, track and control the technical services annual operating and capital budgets for purchasing, staffing and operations;
- Share knowledge, mentor and educate the organization's investors, management, staff, partners, customers and stakeholders with regard to the company's technological vision, opportunities and challenges;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Information Technology department.

Reports To: Director of Operation & Admin

Starting Rate of Pay: \$104,000.00 – D.O.E. (Exempt.)

Approximate Hours: 40+ hours per week

Updated: January 10, 2023

Deadline: Open until filled

Department Director

Date

Human Resources Director

Date