

**EXTERNAL JOB VACANCY ANNOUNCEMENT**

JOB LOCATION : Information Technology Division – Window Rock, AZ
SALARY : \$39.3847 per hour
CLOSING DATE : Friday, June 7, 2024, at 5:00 pm

Class Summary:

This class is the fifth of five levels in the Information Technology (IT) series. Responsible for the management and providing direction of significant scope and complexity. Responsibilities include developing NHA-wide goals, policies, and objectives; developing long-term strategies, managing external relations to improve and increase NHA's visibility and reputation; and determining the overall budget and allocation of resources to multiple departments, programs, and functions. Serves as the Division Director to manage the entire IT and Document Management strategies and technological operations of the organization. Ensure the efficient use of existing and new technologies, integrated systems, network, equipment, software, and data management. This position is leadership and managerial driven to the employees, community, government, and industry. Serves as an internal leader of the organization. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Directs the manager and supervisor on operations of the IT and Document Management staff. Includes prioritizing, assigning work, monitoring and evaluating job task; monitoring budgets, conduct performance evaluations; ensure staff are trained and kept abreast of new technologies; plans, delegates; ensure employees follow policies and procedures; maintain a healthy and safe working environment; make hiring, termination, and disciplinary decisions;
- Responsible for the oversight of the information and document management systems, servers, network infrastructure and services for local and remote access, application software development, solutions and integration, information security, technical training, microcomputer hardware installation and maintenance, user support services, telecommunications. Ensures the support services manager and document management architecture systems are working efficiently;
- Implement Document Management organizational wide to include electronic signatures for faster approvals, improved security to reduced paperwork for efficiency and enhanced compliance. Ensure the effectiveness of records management's storing, organizing and managing digital documents and enterprise reporting programs (ERP) that include policies and procedures, inventory and purging.
- Provides leadership on departments' operations, participates in the preparation, review, interpretation, and analysis of complex and multi-faceted information; advises based on findings for enhanced technology, records management and enterprise records program.
- Develop and maintain relationships with stakeholders; participates in meetings, committees, and task forces to communicate information regarding technological finance for areas of opportunity; present new approaches to discuss equipment and systems changes; conveys through presentations; represents assigned academic area on committees, advocacy groups, and other groups.
- Directs and implements long and short-term strategic goals for technological activities and operations of NHA services deliverables; includes planning, coordinating, administration, and evaluating programs, project, strategies that supports the IT goals; Establish systems standards, processes, policies and procedures; Ensure all IT related issues include privacy, access, and security, and legal compliance with all Federal, State, and local codes and laws. Implement a disaster recovery plan for preparedness, timely response, and rapid recovery in the event of cyber-attack, natural disaster or other emergency.
- Prepares and administers cost benefit analysis and budget by overseeing the preparation of bid specifications for technology purchases, obtaining the best pricing, and ensuring proper integration with the organization's enterprise architecture. Monitors and controller department-wide expenditures. May manage and coordinate multiple budgets. Includes cost benefits for the Document Management Department.
- Performs other duties of a similar nature or level.

Required Skills:

- Monitoring and evaluating the work of subordinate staff;
- Directing, monitoring, and evaluating administrative program at an organization-wide level;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of department processing & program;
- Interpreting and applying applicable laws, rules, and regulations;
- Preparing a variety of report;
- Using a computer and related software application
- Communication, interpersonal skills are applied to interaction with subordinates, workers, supervisor, the general public;



INFORMATION TECHNOLOGY DIVISION DIRECTOR

Tracking Code: 1504-381

Job Description

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Required Experience:

- Valid Driver's License
- Bachelor's degree in Computer Science, Management Information Systems (MIS), Information Technology or related field
- 7 or more years of progressively responsible management experience in Application Development, IT Architecture, Data Management, Network Administration, Project Management, IT Security; or equivalent combination.

How to Apply:

Applicants must submit or upload their resumes and transcripts our NHA website at www.hooghan.org by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents on-line shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.