

Mazatzal Hotel & Casino

JOB DESCRIPTION

POSITION:	I.T. Manager
DEPARTMENT:	Administration
STATUS:	Full-time
RATE:	D.O.E.
SHIFT:	Day/ On Call
NUMBER OF POSITIONS:	1
REPORTS TO:	General Manager
MANAGES:	I.T. Department

JOB SUMMARY:

Information Technology (IT) maintains the overall operating activities of the property management information system and disaster recovery data. The IT department's primary focus is to provide computing and communications services to Casino, TGO and Tribal Administration personnel. It insures that the information assets are reasonably protected from disaster, mistakes and mischief. Due to the wide scope of the IT mission, its personnel interact with all other department personnel.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the effective operation of the casino computer system.
- Provide operational controls and access to the casino computer facilities and ongoing protection of the casinos informational assets.
- Prepares and is accountable for the IT budget and capital expenditures requests.
- Participates in the evaluation, selection, and negotiation of new computer equipment and software.
- Will submit a report evaluating equipment operation and ongoing computer projects to management upon request for reviews.
- Establishes and implements departmental policies and procedures.
- Assures that all department activities are in accordance with established policies and procedures, the system of internal controls and all applicable governmental regulations.
- Performs other job related duties as assigned.

QUALIFICATIONS:

- College Degree in information technology, business, or related field is preferred. High School diploma or GED required. Experience will be considered in lieu of degree.
- Excellent written and oral communication skills.
- Demonstrated leadership ability.
- Experience in conduction/facilitating adult training courses preferred.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to sit for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- Must be able to lift up 25 to 50 pounds and carry up to 25 pounds.
- Must have manual dexterity and coordination to operate equipment, PC computers, Fax machine and Photo Copier.

If interested please apply at Human Resources or send a letter of interest.

(Tribal need to submit job application /resume to HR)

Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.