

**Job Title:** INFORMATION TECHNOLOGY MANAGER  
**Reports to:** Executive Director  
**Status:** On-Call, Non-exempt, Hourly  
**Wage:** DOE  
**OPEN:** September 23, 2024  
**CLOSE:** Open Until Filled



### **JOB SUMMARY**

The On-Call Information Technology (IT) Manager position may include work as an IT Technician, work as a Network Administrator, and work for providing security for IT Service, depending on the type of job requested.

### **ESSENTIAL QUALIFICATIONS**

- Minimum education of Vocational Training in the IT field
- Average of 5-10 years of project management or supervisory experience
- Average 3 years of experience in coordinating and/or supporting IT business processes
- Personal Computer (PC): Network Support Technician A+, Network +, and Microsoft Certified Professional Certification (MCP) or equivalent preferred
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **SKILLS AND ABILITIES**

- Prior experience supporting, implementing, and/or administering networks, such as Microsoft Windows Active Directory
- Strong presentation and communication skills
- Effective problem-solving, analytical, and time management skills
- Ability to work well individually or with others
- Handle highly confidential information and material
- Ability to communicate professionally both orally and written
- Solid knowledge of information security principles and practices
- Working experience with intrusion detection systems
- Understand advanced security protocols and standards
- Experience with security practices of Intranet and Extranet

**DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- Manage programs within schedule and budget constraints
- Define resources and schedule for program implementation
- Efficiently identify and solve project issues
- Demonstrate leadership as needed to define requirements for project risk
- Strong organizational, presentation, and customer service skills
- Upgrades, installs, and troubleshoots networks, networking hardware devices and software
- Maintains inventory of equipment and parts as well as documentation of vendor activities
- Maintain NVU Website and keep it up to date
- Develop and document system standards for computer and network devices
- Recommend and schedule repairs to the LAN/WAN
- Install, configure, monitor, and respond to security system
- Support day-to-day administration of various firewalls and any broadband/VoIP related activities

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet  
PO BOX 270  
Unalakleet, AK 99684

Executive Director Tracy Cooper  
EMAIL: [tracy.cooper@unkira.org](mailto:tracy.cooper@unkira.org)

Phone: (907) 615-4611  
FAX: (907) 615-4604

**NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.**