



## **SILETZ TRIBAL GAMING COMMISSION JOB DESCRIPTION**

Job Title: Information Systems Representative  
Reports to: Executive Director  
Classification: Full Time, Non-Exempt  
Job Location: Lincoln City

Dept: STGC  
Grade: TL 20.0  
Average Hours Per Week: 40

### **Job Summary:**

As an employee of the Siletz Tribal Gaming Commission (STGC), the Information Systems Representative will strive to achieve the mission of enforcing and complying with all relevant laws, Tribal/State Compact, regulations, ordinance, charter, internal controls, policies and procedures in order to maintain the honesty, integrity, fairness, and security of the Gaming Operation(s). In addition, plans, implements, controls, evaluates and improves all aspects of Information Technology, including computer systems, networks, operating systems, and telecommunications. Responsible for ensuring information technology is being utilized to assist departments.

### **Job Functions:**

- Maintain network infrastructure, servers and workstations to include preventative maintenance, troubleshooting and new hardware/software implementation.
- Maintain STGC electronic records management system.
- Maintain STGC domain hosting and website changes.
- Serve as the Local Agency Security Officer (LASO) for Criminal Justice Information System (CJIS).
- Conduct vulnerability scans and audit Law Enforcement Data (LEDS) System terminals in accordance with CJIS Policies and Procedures and implement changes as needed.
- Point of Contact between STGC and Oregon State Police CJIS Security Officer.
- Evaluate, Plan and Submit Annual Information Technology budget.
- Maintain, support and troubleshoot STGC Database infrastructure to ensure information is accurate and safeguarded.

- Develop, test, and modify software applications for STGC programs and departments.
- Select or design specific kinds of computers and related peripheral devices.
- Assist with departmental projects, user support, and computer/printer maintenance.
- Provide technical assistance and coordinate computer related training activities for STGC staff and system users.
- Research and analyze current technologies, and present to management future organizational projects and strategic applications of management information systems.
- Develop and Maintain STGC Information Systems policies and procedures.
- Develop strategic applications of management information systems for the STGC.
- Manage STGC invoicing to other entities against services provided on, per memorandum of understanding (MOU).
- Provide IS Support for Siletz Tribal Business Corporation (STBC) and the Confederated Tribes of Siletz Indians (CTSI) Internal Audit Department as directed by the Executive Director.
- Assist CTSI Internal Audit Department with Information System Audit of Chinook Winds Casino Resort (CWCRC).
- Maintain, support and troubleshoot building access control system for Lincoln Shores Office Suites.
- Maintain STGC Information Technology inventory.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree in computer sciences or related field, and three years' experience in systems development and working on PC's in a network environment -OR- an equivalent combination and post high school education. Specialized experience relates directly to the position being filled.
- Knowledge of and experience configuring routers and switches.

- Understanding of TCP/IP networking to include Local Area Networks (LAN) and Wide Area Networks (WAN).
- Knowledge in configuring and administering current Microsoft Windows Operating systems and Microsoft Office.
- Knowledge required to support business telephones system and mobile devices.
- Knowledge of printer, fax, scan, copier and specialty peripheral maintenance.
- Knowledge of computer software concepts such as data representation, data structures, file systems, operating systems, computer languages, software development methodologies, and network protocols.
- Ability to evaluate and organize work processes and problems for computer solution, ability to analyze, select, and/or develop software and hardware.
- Microsoft Certified System Engineer (MCSE) and/or Microsoft Certified System Administrator (MCSA) preferred.
- Must complete CJIS security awareness training at appropriate level of access within 30 days of hire.
- Must not have a criminal history record containing any felony conviction or any misdemeanor conviction of fraud, ID theft, or computer crimes.

**Physical Requirements:**

Must be able to lift or exert 40 pounds of force to carry, push, pull or move objects.

**Gaming and Promotions:**

The individual in this position is prohibited from playing any games or entering into any contests or promotions at all Siletz Tribal Gaming Operations.