

POSITION: Director of IT

POSTING DATE: August 12, 2022

**SALARY: Exempt - Negotiable
Full-Time**

CLOSING DATE: Until Filled

Location: Gaming Division

Reports to: Casino General Manager

Resume is required with application. Candidates hired may be eligible for up to a \$500 hiring bonus.

Every employee of North Star Mohican Casino Resort is expected present themselves in a professional manner to our customers as well as other departments. North Star Mohican Casino resort strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: Establishes and directs the strategic long-term goals, policies, and procedures for the IT Department at the North Star Mohican Casino Resort. Determines the organization's long-term systems needs and any hardware acquisitions needed to accomplish the organization's business objectives. Position is responsible for oversight of complex networks, IT systems, network security, reliability, and data warehousing. Develop information technology roadmap for North Star Mohican Casino Resort to improve customer experience. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others within the IT department.

STANDARD QUALIFICATIONS:

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must submit to and pass a pre-employment drug screening and health screening.
4. Must be flexible with schedule to work all shifts, weekends, and holidays.
5. Must be able to work with a variety of people with diverse personalities.
6. Must have a positive attitude and provide a teamwork structure within the department.
7. Must be willing to enhance self-development and be willing to adapt to change.
8. Must be willing to attend all applicable training.
9. Must have demonstrated ability to maintain a satisfactory working record in any prior and/or current employment.
10. Must be eligible for coverage under the employer's liability insurance.
11. Must be at least 18 years of age.
12. Must be COVID 19 fully vaccinated and remain up to date on doses.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is required.
2. A Bachelor's degree specializing in Computer Science, Informational Technology, engineering, or a related field required.
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DUTIES:

1. Responsible for the administration of the Information Technology (IT) Department.
2. Responsible for directing and setting expectations with IT Managers and IT team.
3. Oversight of network systems including virtual and physical server hardware and software and its security, maintenance, and upgrade with support from the IT Team.
4. Oversight of computer systems including desktop computer hardware and peripherals, operating systems including Microsoft Windows, productivity software including Microsoft Office and anti-virus.
5. Oversight of all casino, resort, or office related software systems, upgrades and other departmental specific software.
6. Oversight of website maintenance and security.
7. Oversight of compliance with IT/Gaming related regulatory policies and procedures.
8. Direct management of employee computer orientation and training program.
9. Direct management of telephone systems.
10. Oversight of annual objectives, operating budget and capital budget for the IT Department(s) and report regularly on progress toward objectives.
11. Maintain management of computer inventory and develop an annual computer replacement plan.
12. Stay current on technological advances in the IT field, research and make recommendations on modern technology to improve operations.
13. Prioritize and manage IT projects and coordinate IT purchases for all departments.
14. Work with external IT vendors, consultants, and engineers.
15. Maintain and develop IT standards, policies and procedures that comply with all casino policies and regulations.
16. Direct the training and development of IT Team.
17. Responsible for overall performance of IT Department and IT Team.
18. Must perform assigned duties in a timely manner with minimum supervision.
19. Must be able to work weekends, nights, and holidays.
20. Must inventory all equipment and technical assets.
21. Must maintain an acceptable departmental attendance record.
22. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
23. Must adhere to all established rules, regulations, procedures and policies of North Star Mohican Casino Resort and the IT Department.
24. Must adhere to the Casino's Drug and Alcohol-Free Workplace Policy during employment.
25. Must maintain compliance with all workplace policies, procedures, ordinances, laws, and other communicated expectations, including but not limited to: Employment Manual, Gaming Ordinance, State Gaming Compact, Tribal Internal Controls, Departmental Procedures, memos, or other communication from supervisory or regulatory personnel.
26. The above 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 Casino General Manager.

QUALIFICATIONS:

1. At least seven (7) years of Infrastructure Technology experience in a high-level management position of a complex multifaceted organization is required, with preference for experience in a gaming environment.
2. Working knowledge of network, network security, and desktop hardware is required.
3. Oversight of complex networks and IT systems is required. Minimum of 7 years.

4. Preference of three (3) years of experience with Bally CMP/SDS System or similar slot tracking and patron management system.
5. Working knowledge of Microsoft business grade products is required.
6. Experience with departmental and organizational budgeting is required.
7. Solid understanding of data-warehousing and data security.
8. Must have above average problem-solving skills.
9. Must have excellent verbal and written communication skills.
10. Must be able to work effectively under pressure and meet multiple deadlines.
11. Must be able to obtain and maintain a Gaming License.
12. Must follow MICS and TICS requirements per gaming division.
13. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or company vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

PHYSICAL REQUIREMENT/WORK ENVIRONMENT:

1. Must be able to frequently walk, sit, stand, use hand to handle or feel, reach with arms and talk and hear.
2. Must be able to lift and/or move up to fifty (50) pounds on a regular basis, occasionally work in uncomfortably hot or cold environments, stand, stoop, kneel, crouch, crawl in awkward/cramped positions, and climb stairs/ladders.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus, with the aid of prescription glasses/contacts, if needed.
4. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
5. Evening and/or weekend work is required. Extended hours and irregular shifts may be required.
6. Work environment requires excellent personal hygiene due to working near others.
7. Work environment is **NOT** smoke, noise, or dust free.

Note: Applicant must include resume with employment application. Applicant must clearly state on the application/resume how you meet the position qualifications.

SUBMIT APPLICATION, & RESUME TO:

Human Resource Department
North Star Mohican Casino Resort
W12180 County Road A
Bowler, WI 54416, or Email completed application to: jobs@northstarcasinoresort.com or
FAX completed application to (715) 253-2432

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THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER, EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN & REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

TC Approved 07/19/2022