



COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

729 NE Oregon, Suite 200, Portland, Oregon 97232

Telephone 503 238 0667

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Job Vacancy Announcement

Job Title: Information Technology (IT) Specialist
Department: Finance and Operations Department
Classification: Full-time, Regular, Non-Exempt
Recruitment Period: August 9, 2012 – September 21, 2012
Salary/Wage Range: \$49,000-53,000, DOE
Location: 4270 Westcliff Dr, Hood River OR 97031

Job Summary / Primary Responsibility:

The IT Specialist position works under the general direction of the Facilities and Systems Administrator (located at Portland Area Office). This position ensures the reliable operation of CRITFC computer resources with a focus on the Fisheries Enforcement Department located in Hood River, Oregon.

Essential Job Functions:

Specific duties of this position include, but are not limited to:

- Assist in maintenance and administration of CRITFC network resources.
- Assist in maintenance and administration of CRITFC phone system.
- Maintain Fisheries Enforcement systems, including communication systems.
- Assist in maintenance of CRITFC computer-related hardware and software.
- Assist in administration of CRITFC computer-related maintenance and security procedures.
- Provide technical assistance to users.
- Provide planning and purchasing assistance for computer-related projects.
- Assist in developing computer-related goals and strategies.
- Other duties as assigned.

Job Requirements / Qualifications:

- Associates degree or equivalent experience in the field of information systems management or related area.
- Demonstrated knowledge and experience in the operation and maintenance of computer information systems and networks.
- A commitment to the highest standards of professional behavior.
- The ability to interact and deal effectively with individuals and groups with diverse backgrounds, including tribal members.
- The ability to pass a background check for access to Computer Justice Information Systems.
- The ability to lift 50 lbs.

Supervision Received: This position reports to the Facilities and Systems Administrator.

Supervision Given: This position has no supervisory responsibilities

Physical Working Conditions: This position will require occasional moving of heavy items, up to 50 lbs. Additional or extended working hours may be required occasionally to deal with network or computer support issues. Must be able work in confined conditions.

CRITFC Motor Vehicle Policy:

The driver operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver's license, or other operator's license, as required by law; and be eligible for coverage under CRITFC's Motor Vehicle insurance policy. Upon request, CRITFC's Motor Vehicle policy is available to applicants to review the required criteria.

Application procedure:

Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaska natives, especially to members of the four CRITFC member tribes (Warm Springs, Yakama, Umatilla, and Nez Perce).

Note: no incomplete application will be considered.

Send a complete application materials include a cover letter, CV/resume, completed job application with signature, electronic or typed in signature is accepted (available on our website at www.critfc.org "employment opportunities" on the bottom left corner or by calling 503.238.0667), a copy of relevant certifications and a list of at least three professional references.

Submit to:

Columbia River Inter-Tribal Fish Commission
Attn: Human Resources
729 NE Oregon, #200
Portland, Oregon 97232
Email: hr@critfc.org
Fax: 503.235.4228

Date Revised: 08/09/2012