

JOB DESCRIPTIONS
JOB TITLE: MANAGER OF INFORMATION TECHNOLOGY

DEPARTMENT: INFORMATION TECHNOLOGY (IT)
REPORTS TO: COMPLIANCE OFFICER
FLSA DESIGNATION: EXEMPT

SHIFT: DAYS, EVENINGS, WEEKENDS,
HOLIDAYS as required
WAGE STATUS: SALARY**

**Wage range - \$50,000-70,000 but may be negotiable depending on education and experience. No relocation offered for this position.

SUMMARY:

The Manager of Information Technology identifies priorities and prepares work schedules for system support, and manages all computer systems and support on property.

ESSENTIAL IT RELATED DUTIES & RESPONSIBILITIES include the following:

1. Prepares vendor and management reports.
2. Identifies and initiates systems opportunities/projects.
3. Develops a working knowledge of the assigned users business and objectives.
4. Meets with management to discuss systems requirements, proposal changes, priorities, schedules and service standards.
5. Prepares systems specification, which described the access between the manual and automated portions and a conceptual overview of the automated system.
6. Plans and monitors pilot and parallel testing effort.
7. Establishes operational budget and ensures goals are achieved and cost objectives are met.
8. Adheres to regulatory, developmental and company policies in an ethical manner.
9. Perform all other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Provides support and leadership direction to individuals directly reporting to this position in accordance with the organizational structure.
2. Held accountable, to a high degree, for maintaining accurate and thorough departmental records and reports.
3. Ensures all employees within areas of responsibility receive fair and equitable treatment with regard to their respective terms and conditions of employment.
4. Ensures casino and departmental policies are adhered to and all regulatory requirements are in compliance.
5. Reviews and updates departmental policies and procedures on an annual basis and as needed.
6. Ensures all IT auditing requirements are maintained in accordance to ALL auditing requirements, including but not limited to, testing/configuring of backup systems, manual log entries, and deactivation of system access to inactive employees.
7. Completes and clears all audit findings in a timely manner to ensure compliance and the interests of the facility.
8. Develops in-depth knowledge regarding IT-related minimum internal control standards (MICS), tribal internal control standards (TICS), and system control standards (SICS), as instituted and

developed by the National Indian Gaming Commission (NIGC) and the Wichita Gaming Commission (WGC).

9. Performs, receives, and adheres to the performance benchmarks set forth by Sugar Creek Casino management.

QUALIFICATIONS:

1. Must be able to obtain a gaming license.
2. Must have excellent verbal and written communication skills.

EDUCATION AND EXPERIENCE:

1. College degree in a related area, or
2. Four (4) or more years of equivalent experience is required.
3. Additional training, education, or experience in systems analysis, networking infrastructure, and help desk/troubleshooting experience is required.
4. Four (4) to six (6) years previous experience with four (4) years performing analytical work is strongly desired.
5. Demonstrated proficiency in the application of a wide range of systems analysis and programming.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government laws and regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Basic analytical and deductive reasoning ability. Must be competent in computer skills. Must have superior interpersonal relation skills. Must have superior planning and organizational skills, ability to manage complex projects and investigations.

PHYSICAL DEMANDS:

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to cigarette fumes. The noise level in the work environment is usually moderate.

This establishment promotes a drug-free work environment.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

PUBLIC RELATIONS:

Important attributes of any employee of the Wichita and Affiliated Tribes and Sugar Creek Casino, along with the official performance of duties, are personal appearance and public relation. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience, and tolerance will help each employee in nearly all situations at the institution.