



## Job Announcement

<b>Opening Date:</b>	<b>April 17, 2024</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Position Title:</b>	<b>Information Technology Manager</b>
<b>Department:</b>	<b>Information Technology</b>
<b>Supervised By:</b>	<b>General Manager</b>
<b>Supervises:</b>	<b>None</b>
<b>Starting Salary:</b>	<b>\$87,360 – \$108,160 DOE</b>
<b>Grade:</b>	<b>3</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Status:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Benefits:</b>	<b>Yes, see below</b>

### General Statement of Responsibilities:

Manage all information systems hardware and software, including planning, purchasing, installation, configuration, and maintenance. Provide for the ongoing maintenance and security of all hardware and software. Diagnose any system related problems and arrange for maintenance as needed. Manage network operation systems and provide connectivity to all workstations for staff. Provide support for system-wide applications. Cultivate and maintain professional relationships with outside consultants, vendors, suppliers and casino staff. Recommend new technologies, develop, and monitor budgets for new acquisitions. Design and implement policies and procedures that meet or exceed NIGC MICS. Plan, direct, supervise, and coordinate work activities of subordinates. Identify training needs of the technical staff. Coordinate with the marketing department for optimum event planning, set up and break down. Perform other duties as assigned.

**\*Must be willing to work in a secondhand smoke environment.**

### Specific Areas of Responsibilities:

- Manage all information systems hardware and software including planning, purchasing, installation, configuration, and maintenance.
- Provide applications support as well as programming and technical support for specific.

applications to meet customer and casino and hotel department needs.

- Forecast and plan for casino communication demands.
- Other duties as assigned.

### **Minimum Qualifications:**

- Must be age 21.
- Bachelor's degree in computer science or related field preferred.
- 2 years minimum experience in the IT field. Gaming Industry experience preferred.
- VMWare vSphere / ESXi and Enterprise based NAS/SAN iSCSI experience required.
- Working knowledge of SQL Server, Basic Linux and Layer 2/3 routing/switching.
- Written and oral communications are required in the primary language used in the work area.
- Must pass pre-employment drug screen.
- Must qualify for a Gaming License.
- Must be able and willing to work any schedule, holidays, and weekends.

### **Physical Qualifications and Environmental:**

Requires long periods of walking, standing, and sitting. Must be able to bend and kneel and have the ability to lift up to 20 pounds.

### **Preference Policy:**

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

### **Diamond Mountain Casino & Hotel Benefits Package:**

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Employees earn Paid Time Off (PTO) and seven holidays are included in each employees PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Spending Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and employee discounts in our restaurant, coffee shop, and gift shop.

### **How to Apply:**

All applicants are required to submit a Diamond Mountain Casino & Hotel application. Applications can be picked up at 900 Skyline Drive, Susanville, CA or you may apply online at [www.dmcah.com/job](http://www.dmcah.com/job) and an application will be emailed to you.

Only **complete** applications will be considered. To be considered for the position you must:

1. Submit a completed application
2. Attach a copy of your High School Diploma or equivalent if required
3. Attach a copy of your Tribal ID Card, if you are claiming Indian Preference

Completed applications can be dropped off in person at the casino security desk. They may also be emailed to [ewadley@dmcah.com](mailto:ewadley@dmcah.com) or faxed to 530-252-1110. All applications **must be received by 4:00 pm Pacific Time** on the closing date of the announcement.