



JOB DESCRIPTION

POSITION TITLE: Assistant MIS Director
DEPARTMENT: MIS
SALARY: DOQ
POSTING DATES: 11/18/24-11/29/24

GENERAL DESCRIPTION:

The Assistant MIS Director will support the MIS Director in overseeing the technological infrastructure and information systems of the casino. This role involves managing IT operations, ensuring data security, and supporting the efficient operation of all casino systems. The Assistant MIS Director will work closely with various departments to provide technical support and implement new technologies to enhance casino operations. Assistant MIS director will report to MIS Director.

DUTIES AND RESPONSIBILITIES:

- Assist in managing the daily operations of the MIS department, ensuring efficient and effective delivery of IT services.
- Monitor and maintain the casino's IT infrastructure, including servers, networks, and databases.
- Ensure compliance with all relevant data protection regulations and tribal, state, and federal laws.
- Implement and monitor security protocols to protect the casino's data and systems from unauthorized access and cyber threats.
- Provide technical support to casino staff and troubleshoot IT-related issues promptly.
- Assist in the installation, configuration, and maintenance of software and hardware systems.
- Assist in planning and implementing IT projects, ensuring they are completed on time and within budget.
- Coordinate with vendors and service providers to support IT initiatives and projects.
- Supervise and mentor MIS team members, providing guidance and support to enhance their skills and performance.
- Conduct regular performance evaluations and recommend training and development opportunities.
- Work closely with other departments to understand their IT needs and provide appropriate solutions.
- Communicate effectively with the MIS Director and senior management regarding the status of IT projects and operations.
- Maintain accurate records of IT assets, configurations, and changes.
- Prepare regular reports on the performance and status of the casino's IT systems for the MIS Director.
- Other duties as may be assigned.

QUALIFICATIONS:

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- Two-year degree in Information Technology or related experience.
- Minimum of 2 years of experience in IT management, preferably in the gaming or hospitality industry.
- Strong knowledge of IT infrastructure, including networks, servers, and databases.
- Experience with cybersecurity practices and compliance requirements.
- Excellent problem-solving and analytical skills.
- Strong leadership and team management abilities.
- Effective communication and interpersonal skills.
- Ability to work in a fast-paced, dynamic environment.
- Understanding of tribal casino operations and regulations is a plus.

EMPLOYMENT STATUS:

This is a full-time position with a full benefit package, Health Insurance, Life Insurance, Personal Time Off and 401K Native American preference applies.

