

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
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JOB DESCRIPTION & ANNOUNCEMENT

TITLE: Programmer / Designer

SALARY: \$3323.00 - \$4040.00 per month with benefits
Range 10

EMPLOYMENT STATUS: Full Time with benefits package

LOCATION: Pendleton OR, Office of Information
Technology

SUPERVISED BY: Manager of Information Technology Services

SUPERVISION EXERCISED: None

OPENING DATE: July 21, 2009

CLOSING DATE: Open Until Filled (with first screening 7/30/09)

GENERAL STATEMENT OF DUTIES:

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is a dynamic organization at an exciting phase in developing its information technology capabilities. We are seeking an exceptional individual to fill the role of Programmer / Webdesigner in the Office of Information Technology.

This individual will work closely with other OIT staff in developing custom applications to meet the information flow needs of CTUIR. He or she will need to have the capacity to develop both desktop and web-deployed applications in the .NET

framework and MOSS to access and manipulate data served from enterprise database systems (SQL Server). Applications may also be integrated with existing GIS software (ESRI ArcGIS and ArcIMS), as well as other off-the-shelf software.

EXAMPLES OF DUTIES/RESPONSIBILITIES:

1. Design and develop small, light-weight applications to meet specific needs of CTUIR government functions using SharePoint front end.
2. Manage the development of formal and informal needs assessments to determine software specifications.
3. Develop and document software architecture through graphical object models and written documentation including specifications.
4. Implement and deploy custom software tools to meet specifications. Include in-code documentation.
5. Develop formal QA/QC procedures to ensure the quality of code.
6. Assist in the development documentation and training for end-users of software tools.
7. Trouble-shoot problems with software and provide technical support to end-users.
8. Convert existing light-weight applications into SharePoint Applications.
9. Design and Manage CTUIR internal and external websites.
10. Occasionally conduct outreach work with Tribal Youth in order to promote technology-related skills and careers.

REQUIRED MINIMUM QUALIFICATIONS: (Note: It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications).

The qualified applicant will be a self-motivated, conscientious individual who can work independently with minimal supervision, as well as communicate effectively with planners, biologists, range scientists, hydrologists, and other professionals employed by CTUIR. Specific qualifications include the following:

1. A bachelors degree and 2-4 years system/programming experience in Computer Science or a related field **OR** have experience that may be substituted for education where one year of professional experience as a programmer analyst can replace one year of education (4 years education and experience combined) and 3-5 years system/programming experience
2. Experience with one or more of the following software packages/languages is required:
 - a. C#, Visual Basic.NET, or Java *and*

- b. Microsoft Office SharePoint Server
- c. Visio *and*
- d. MS Office Suite
- e. Microsoft Visual Studio 2005-2008

Skills and Abilities

- Microsoft Server Systems – SharePoint Services – 2003/2007
- Microsoft Office Systems – Word, Excel, Visio, PowerPoint – 2003/2007
- Microsoft SharePoint – 2003/2007
- Microsoft SQL 2000/2005
- Microsoft IIS
- Web – Internet, Intranet, Extranet development
- ASP.NET, PHP, Ms VB.Net Visual Studio, C++, C#, JAVA, JAVA Applets
- Macromedia Dreamweaver, Flash
- Adobe Acrobat Pro, Shock, Flash
- Other web publishing, content management software
- Software application development
- Possesses a willingness to learn new technologies and keep abreast of emerging trends in Microsoft-based Web application development
- Evaluate critical systems, prioritize workflow and determine solutions
- Excellent written and verbal communication skills
- Interpret and apply laws, regulations and policies
- Provide technical assistance for computer/applications problems
- Read and understand technical manuals
- Work for extended time at keyboard/terminal
- Maintain effective working relationships with supervisors and coworkers
- Graphic design
- Experience developing SharePoint based web sites using SharePoint Designer
- Experience developing workflow and content management solutions
- Experience with SharePoint templates, master pages, and role-based templates
- Experience with SharePoint architecture and enterprise initiatives such as collaborative tools, portals, enterprise search, content management, business workflows and forms
- Experience with the design and implementation of custom web parts
- Strong competency with back end development, Visual Studio Tools for Office, Windows Workflow Foundation, Forms Server and Excel Services
- Microsoft Certifications desirable
- Experience with .NET framework and ASP.NET 2.0
- Strong Microsoft Office skills, including Power Point, Excel, Word and Visio
- Strong communication skill: presentation/communication/facilitation skills (oral and written)

3. Experience with one or more of the following software packages/languages is highly desirable:
 - f. Database management software such as MS Access, Oracle, Sybase, and/or SQL Server.
 - g. Extensible Markup Language
 - h. GIS/RS Software such as ArcGIS, ArcInfo, ArcView 3.x, and/or Imagine.
 - i. Familiarity with ArcObjects
 - j. Analytical software such as SPlus, Systat, JMP, and/or Excel.
 - k. MS Windows (XP, Vista, 2003 Server) and MS Office.
4. Strong communication skills: The programmer / analyst will need to be able to work closely with non-technical staff to develop applications that meet their needs.
5. Ability to set and achieve goals without excessive supervision and to effectively manage the day-to-day tasks and activities to meet the project deliverables and schedule.

OVERTIME:

This Position is not eligible for over time pay.

PHYSICAL DEMANDS:

- Must have physical exam yearly.
- Must be able to lift 25 lbs. on highly repetitious basis daily.
- Must be able to stand for long periods of time.

Pursuant to the Tribal Workers' Benefit Code, Section 4.02A. "All workers are required to disclose any pre-existing physical or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work."

Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits under the Tribal Workers' Benefit Code.

SELECTION PROCESS:

All Confederated Tribes of the Umatilla Indian Reservation positions are competitive. All employment applications and supporting material will be evaluated based on the relevance of the applicant's qualifications and experience to this position. Applicants who demonstrate that they meet the minimum qualifications and experience will be considered qualified to compete for this position and be eligible for an interview.

HIRING PREFERENCES:

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based upon the following Personnel Policy and Procedure adopted by the Board of Trustees:

Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. **Indian Preference.** It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. **Veteran's Preference.** It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

“The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.”

APPLICATION DEADLINE:

Completed Tribal Employment applications will be accepted until position is filled with first screening Friday, July 31, 2009. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed **Tribal Employment application.**
2. **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
3. **Personal resume** identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for **Sensitive Tribal Positions.**

