

SHOSHONE ROSE



CASINO & HOTEL

307 206 7000 Po Box 399, Lander WY, 82520 5690 Hwy 287

Job Posting

Job Opening May 8 2025

Open Until Filled 2025

Department: IT/MIS Manager/Key Employee
Wage/Salary: D.O.E, Salaried
FLSA Status: Exempt
Reports : General Manager
Supervises: Network support Technician

JOB SUMMARY

Shoshone Rose Casino is seeking an experienced IT Manager to oversee and optimize our information systems, data center operations, software, and communications systems. This hands-on role requires strong leadership skills and a strategic mindset to ensure our gaming and technological infrastructure is operatable, secure, efficient, and scalable.

KEY RESPONSIBILITES

- Oversee the daily operations and security of the data center, including backups, equipment maintenance, and operational safety.
- Utilize strong technical knowledge of network and PC operating systems and perform extensive application support with Computer and Casino management systems.
- Maintain and enhance system performance across all IT platforms.
- Develop and manage comprehensive maintenance schedules for hardware and software systems.
- Lead the strategic planning, coordination, and execution of IT solutions, including system upgrades and new implementations.
- Manage the deployment, monitoring, and support of all IT systems (servers, PCs, hardware, software, peripherals).
- Provide leadership and mentorship to the IT team, fostering growth and ensuring top performance.
- Handle IT staffing, including recruitment, scheduling, performance evaluations, and professional development.
- Collaborate closely with the General Manager to implement cost-effective, innovative technology solutions that meet business needs.
- Regularly analyze IT infrastructure, identify areas for improvement, and make strategic recommendations.
- Help shape the organization's IT infrastructure strategy, architecture, and processes.
- Complies with Tribal/State Compact, Tribal Gaming Ordinance, Tribal Internal Control System, Tribal regulations and all applicable Tribal, and Federal Laws.

REQUIREMENTS

- Extensive knowledge of IT infrastructure, data center management, and operations best practices.
- Windows Server 2008, 2012, 2016 or newer
- Experience in Active Directory, DNS, DHCP
- Experience in VoIP phone systems, POS solutions, Player Tracking Systems
- Experience in Basic routing and switching, hardware, and Ethernet standards
- MCSA certification preferred.
- Approve and create IT policies, oversee projects, IT budgets and project portfolios, including those for IT security, IT disaster recovery, IT standards, IT purchasing, and service provisions.
- Benchmark
- Must successfully pass a background check.
- Valid Driver's License ability obtain a Wyoming Driver License with eligibility for Tribal insurance.
- Social perceptiveness to assess and understand other's reactions and behavior.
- The ability to communicate and convey information or directions to staff, vendors, other department managers, in a understandable manner on various levels.
- Ability to listen for comprehension in assessing, processing alpha, verbal, numeric, and visual data, in completing required documents for the IT department, casino or managers.
- Critical thinking to use logic and reasoning, reaching conclusions/solutions in timely manner.
- Ability to tolerate stress, conduct tasks under timeline requirements, concentrate on tasks for extended periods.
- Ability to apply mathematical operations to tasks, such as frequency distribution, determination of test reliability & validity, variance analysis, correlation techniques, sampling theory, and factor analysis as related to telecommunications or other IT issues.
- Effectively present information and respond to questions from groups of users, managers and clients

MINIMAL QUALIFICATIONS

- Ability to read and interpret documents such as rules & regulations, operational instructions and procedure manual's ability to write routine reports or correspondence.
- Ability to apply common sense understanding to carry out instructions furnished in writing, verbally, or diagram form.
- Ability to work in a high volume, fast paced environment and deal with complex issues involving resolution, management, strategic planning and or executive team decision making.
- Must be able to obtain and maintain required Gaming license, submit to pre-employment and random drug testing.

EDUCATION & EXPERIENCE

- Bachelor's degree in information technology, Computer Science, Information Systems, or equivalent experience, minimum six years in IT management. MCSE, or CCNP certifications

- High School Diploma minimum of 8-10 years in IT management and or combination of education and experience

ETHICAL BEHAVIOR:

- All Candidates must adhere to Shoshone Rose Casino & Hotel, Personnel Handbook, SOP's Federal and Tribal laws and State laws that apply, and Employee Code of Ethics.

WORK ENVIRONMENT:

- Work is generally performed in or around a casino environment, office or front desk setting with exposure to high noise levels. Working evenings, graveyards, weekends, and holidays may be required.

PHYSICAL DEMANDS WHILE EXECUTING JOB DUTIES:

- Employees are regularly required to talk, hear, listen and follow directives.
- Employees may stand, walk or sit for extended periods of time, may be required to climb, balance, stoop, kneel, crouch, or crawl.
- Employees are repeatedly required to reach with hands and arms and use hands to finger, handle or feel objects, tools, controls or office equipment.
- Employees specific vision abilities required by the this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.
- The noise level is usually moderate increasing to loud when on the casino floor.
- The employee may be required to lift up to 30-50 lbs by self.
- Employee must be able to operate equipment or execute job in mentally and physically stressful situations.
- **This is a minimal list of essential physical requirements only, it is not a comprehensive listing of all functions and tasks performed by this position in this class of employment.**