

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2026-54**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Information Technology (IT) Manager  
**OPENING DATE:** June 4, 2026  
**CLOSING DATE:** June 12, 2026  
**DEPARTMENT:** Administrative Services Department / IT Program  
**SALARY RANGE:** E14; \$59,188 – \$88,783 Annually

**Position Summary:**

Under general direction of the Administrative Services Director, the IT Manager oversees the Pueblo's technology infrastructure, manages staff, ensures system security, and aligns IT strategy with the organization's goals. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains a high level of confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops a strategic plan for all IT functions, including but not limited to, configuration and performance standards, for the Pueblo of Laguna.
- Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with strategic plan.
- Develops and maintains a Disaster Recovery Plan for the Pueblo of Laguna's network.
- Oversees daily IT operations, including networks, servers, workstations, ensuring smooth and secure functionality.
- Provides network administration including backup, security and application management for the Pueblo of Laguna network.
- Maintains cybersecurity measures, monitor vulnerabilities and ensure compliance.
- Consults with division and department directors to implement the integration of applicable software applications programs.
- Serves as liaison with external vendors, service providers, and internal stakeholders to ensure IT services meet business needs. Provides technical advice and training to organization staff in operation, maintenance, and support of computer hardware, software systems, and telecommunication systems.
- Implements, maintains, and ensures the security of the Pueblo's network. Maintain security standards and assist in the development of internal specifications.
- Determines the computer systems needs of the Pueblo by developing and implementing a systems replacement policy to assure the most current operations. Approves individual requests for computer systems and accessories to ensure compliance to operational systems.
- Accountable for achieving program financial objectives by assisting in preparing the program's annual budget in accordance with policies, regulations, and directives.
- Ensures program effectiveness by identifying short-term and long-range issues and implements directives to sustain effective operations.
- Recruit, train, and manage IT staff, providing guidance and performance evaluations while fostering professional development.
- Represents the Pueblo through effective communication and relationship building initiatives to internal and external entities in all matters regarding IT operations.
- Provides program information to internal and external entities by via written and / or verbal presentations and reports.
- Establishes, implements, and monitors program evaluation tools and assessments and ensures they are in line with goals and objectives; accountable for outcomes.
- Assesses program's operating needs to formulate, develop or change, and implement codes, laws, regulations policies and procedures.

- Ensures compliance with Pueblo, federal, state or local regulations, law, ordinances or other requirements within the program.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree in Computer Science, Information Systems, or related field required. Five (5) years progressive work experience with networks, servers, cloud services, and cybersecurity practices, required. One (1) year supervisory experience required. FEMA/ICS 300 & 400, and prerequisites Certifications preferred; must be able to obtain within one (1) year of hire. A combination of relevant education and directly related work experience may be considered.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The IT Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities and Skills:**

- Knowledge of the Pueblo of Laguna's government structure, business, environment, customs and traditions, and concepts applicable to program operations.
- Knowledge of applicable Pueblo of Laguna, federal, state, county and local laws, regulations, ordinances, and legislation.
- Knowledge of computer science and the methods, techniques, practices, and procedures utilized in computer programming.
- Knowledge of the capabilities and limitations of hardware.
- Knowledge of information systems, technologies, and applications.
- Knowledge of Local Area Network (LAN) and/ or Wide Area (WAN) hardware and software.
- Knowledge of Network and Computer Security.
- Knowledge of AI challenges, concerns, and opportunities
- Knowledge of computer languages, mainframe languages, and databases.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain professional relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain a high level of confidentiality.
- Ability to create and present effective speeches and presentations.

- Ability to work independently and efficiently under stressful conditions, make solid decisions, and exercise independent judgment.
- Ability to understand and translate technical terminology and reports into a clear and logical format.
- Ability to establish priorities, and to coordinate and organize work activities.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Skill in the use of Windows servers, desktop products, telecommunications hardware, and other applications.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in budget preparation and administration.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move 50 pounds or more, using appropriate safety measures.

**Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [polemployment@pol-nsn.gov](mailto:polemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**