



## Menominee Casino Resort

### 1st Posting

**Position** IT Security and Compliance Administrator

**Job Status** Full-Time

**Minimum Age** 21

**Wage** \$ Negotiable

**Date Posted** Friday, July 23, 2021 8:00:00 AM

**Date Closed** Friday, July 30, 2021 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

Under the general direction of the IT Director, this full time position is responsible for assisting in the security operations and compliance responsibilities of the Information Technology Department of the Menominee Casino Resort [MCR].

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review, maintain, and advise on IT Policy and Procedures relating to the security and compliance requirements of IT.
- Design and implement administrative processes and procedures in adherence to organization policy.
- Research, recommend, implement, administrate and maintain IT Security programs and tools.
- Submit all audit and compliance reports and logs to the necessary oversight agencies as requested and per schedule.
- Maintain accurate user lists and approved permissions for each role and individual per policy.
- Perform in house training for MCR employees on system security, IT Policy, and emerging threats.
- Assist in providing detailed discovery upon request of the regulatory bodies.
- Ensure the IT Security of the organization by researching, recommending, and implementing the IT Security Roadmap.
- Perform IT Risk Assessments, analyze data, identify challenges, and provide recommendations.
- Maintain knowledge of the threat landscape and stay abreast on trends.
- Perform audits of existing managed security solutions and client configurations to ensure best practices.
- Monitor, respond, and provide remediation for all security related incidents.
- Validate patching and updates across all computer equipment in asset management program.
- Lead projects to implement new technologies including product selection, implementation, and training.
- Provide guidance and remediation for all audits (internal and 3rd party) throughout the year.
- Participate in the execution of business continuity, disaster recovery, and incident response activities.
- Provide IT Director with vulnerability and risk metrics for periodic reports of all systems.
- Assist other IT Department Technical Staff as requested to ensure service to internal guests.
- Be responsible for keeping system documentation current.
- Upon familiarization of systems, may be required to share on call duties with the rest of the IT Staff. On call requires answering after hour calls from 4:30pm to 7:30am for seven (7) days in rotation with other on-call staff.
- Perform any other duties as assigned by the immediate supervisor.

### QUALIFICATION REQUIREMENTS

- Must be at least twenty-one (21) years of age and able to withstand a thorough background check as required by all gaming employees.
- Must not have been convicted of a felony, shoplifting, or stealing within the past five (5) years.
- Must be approved for and maintain a valid gaming license.
- Preference given to qualified Menominee or other Native American applicants.

### EDUCATION and/or EXPERIENCE

Minimum Qualifications:

High School Diploma or equivalence. [HSD, GED, or HSED]

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## **MENOMINEE CASINO RESORT**

5 years of experience in IT Operations

### **Preferred Qualifications:**

Bachelor's Degree in Computer Science or Computer related field from an accredited school.

8 years of experience in IT Operations

3 years of experience in IT Compliance or Security

1 year of experience in regulated gaming

## **Menominee Casino Resort**

### **SPECIAL QUALIFICATIONS**

- Excellent balance of technical qualifications and core competencies that complement and strengthen the team and company.
- A good work record in previous positions, have excellent communication skills, follow-through, and ability to build trust, confidence, and resolve conflicts.
- Strong knowledge and experience with LAN/WAN architecture and enterprise security.
- Excellent research and evaluation skills.
- High level of self-motivation with the ability to work well independently and in a collaborative environment.
- Ability to examine and develop a strong understanding of the business to support and enhance the IT experience of both guests and internal peers.
- Strong knowledge and experience with TCP/IP protocol, Active Directory, Certificates, RADIUS and VPN.
- Professional attitude, demeanor, and appearance.
- Must have a valid WI driver's license and phone.

### **CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

"In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret simple documents, such as safety rules and regulations, technical procedure manuals, instructions, and basic correspondence, reports and memos. Ability to respond to common inquiries or complaints from system users. Ability to effectively present information in one-on-one and small group situations.

### **MATHEMATICAL SKILLS**

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls.

The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.



**MENOMINEE**  
CASINO RESORT

## **Menominee Casino Resort**

Physically capable of running cable, shipping, receiving, and racking network equipment.

The Employee is frequently required to lift and/or move up to twenty-five pounds, occasionally lift and/or move up to fifty pounds, and infrequently lift and/or move up to one hundred pounds.

Ability to distinguish colors.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Employee is frequently required to risk danger of electrical shock and/or radiation (from computers).

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.