

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02222549

DATE POSTED: 01/05/22

POSITION NO: 218230

CLOSING DATE: 01/19/2022 by 5pm

POSITION TITLE: Network Specialist

DEPARTMENT NAME / WORKSITE: Department of Personnel Management - Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BR64A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 51,740.64 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 24.78 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Responsible for installation, maintenance and management of DPM’s local area network, servers, routers and firewalls; sets up new equipment; installs, supports, maintains DPM’s network and computer systems, workstations, peripherals and software products and configuration of computers and network equipment according to organization-wide system standards; installs new software, software updates and upgrades; installs and maintains servers on local area network and monitors performance of servers; designs and implements Virtual Private Network (VPN) within the DPM domain; develops network and policy documentation by diagramming network topology and all aspects of the network layers for DPM and begins AD security policy documentation; maintains and manages DPM’s Microsoft Exchange server by upgrading patches and fixes for both Exchange and Outlook and implementing and maintaining Outlook Web Access for external use; conducts training for DPM staff on various subject matters involving use of computers and installed software and peripheral equipment; maintains and manages the Microsoft Domain Controllers, as well as Active Directory (AD) on the DPM domain; designs and implements AD network security for DPM staff; sets up, configures and maintains Microsoft Distributed File (DFS) system for DPM staff; manages network accounts including user and e-mail accounts; maintains, monitors and troubleshoots network printer and file services; supports and maintains Alchemy and DocRecord databases; analyzes existing departmental resources to determine, recommend computer systems and peripheral equipment, or modification; investigates user problems; identifies their source; determines possible solutions, test and implements solutions; coordinates system and local area network changes with users and other appropriate Navajo Nation Information technology personnel; performs diagnostic and problem resolution with network support staff; establishes and performs maintenance programs, following tribal and vendor standards; designs, implements and maintains a disaster recovery plan involving backup and restoration mechanisms; maintains technical knowledge and expertise in network technology through research, personal use and training; maintains technical knowledge in current network equipment such as routers, switches, hubs, wiring and network cards; conducts special studies and investigations and prepares reports and correspondence, as assigned; maintains inventory of computer and peripheral equipment supplies and ordering when necessary; provides assistance to desktop section for various client server problems as needed; performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates degree in Computer Information Technology, Computer Science or related field; and two (2) more years of system configuration, design, implementation and troubleshooting and firewall and remote systems; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, practices, and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; knowledge of network devices such as routers, hubs and switches; knowledge of LAN/WAN, internet, e-mail systems and data communications computer operating systems. Skill in maintaining data networks and servers; skill in providing technical support to users; skill in implementing LAN/WAN maintenance and management procedures; skill in explaining technical concepts in non-technical terms to clients and staff in establishing and maintaining effective working relationships. Ability to troubleshoot and solve a wide variety of computer network problems; ability to adapt to changes in technology.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.