DUTIES AND RESPONSIBILITIES:

Monitors, operates, supports of microcomputer systems hardware, software, printers, scanners, servers and related equipment; installs and maintains equipment and software such as operating systems, workstations, proprietary software packages, networking equipment and software, query languages, information dissemination tools, electronic mail and data base management software; troubleshoots and diagnoses equipment problems to ensure functional operation; installs, tests and configures hardware and software applications and programs; receives and responds to requests for assistance on desk top and computer related problems. Create and maintain an inventory of microcomputer parts, supplies and equipment; may monitor inventory levels. Keeps informed of new trends and innovations in the field of information technology Microsoft computer systems support. Refers to higher level technician as required; locates vendors, quotes and arranges for shipment of equipment and/or parts as needed for repairs. Prepare reports, retrieves data and attends and participates in meetings. Will be responsible to work closely and will assist in creating OBI's database and other software. To plan, research, design and implement a Information Technology Policy and Procedure, which will include securing electronic files properly.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• An Associate’s degree in Computer Science or related field; with two (2) years of experience in information systems hardware and software installation and maintenance, network services, systems support or production support; or an equivalent combination of education and experience.

Special Requirements:

<<A favorable background investigation>>

(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 data processing, computer systems terminology. Knowledge of methods and techniques of setting up computer production jobs and migrating data using two different programs. Knowledge modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications. Knowledge of basic methods and techniques communicating effectively both orally and in writing, applying judgement in the release of confidential information. Experience in constructing multiple database programs including FileMaker. Training in information hardware and systems installation, migrating technicians, systems and production support. Work requires continuous use of computers and peripherals, lifting and carrying computers supplies weighing up to 40 pounds. Skills in having good judgement in building database and working independently with remotely implement contractor in building database. Proficient in Microsoft Office applications and FMIS Certificate user.

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