

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04311305 DATE POSTED: 01/19/16
POSITION NO: 243418 CLOSING DATE: 02/01/16
POSITION TITLE: Senior Information Systems Technician
DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging, Fort Defiance, AZ
WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STE 65A AC61A
WORK HOURS: 8AM to 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 35,838.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 17.23 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision performs work relating to computer software, hardware, network, printers, and other office equipment. Provides technical assistance to 81 senior centers and six Navajo Area Agency on Aging Administrative offices. Responsible for ensuring that the software and hardware are installed or updated; the data collection system for Arizona and New Mexico are functioning well; troubleshooting computer and network issues and makes repairs. Provides routine maintenance of computers and network system, monitors the use of the computers, and performs some programming of software such as accounting and data packages. Provides training for staff on the computer operation and on new developments. Works with other Network providers, participates in meetings, writes procedures for staff, and prepares and submit reports as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; and four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support.

Preferred Qualifications:

- A Bachelor's degree in Computer Science or related field.
- Microsoft Certified Training.
- Possess a valid state driver's license.
- Experience in computer programming.

Special Requirements:

- A favorable background investigation.
- A valid state driver's license will be required to travel to senior centers and agency offices.

(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 and packages, Knowledge of the of computer hardware and software, Ability to determine and solve problems with computer hardware, Skill in installing hardware and software packages with printers, faxes, scanners and other systems.

<<A favorable background investigation is required>>

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