# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS0182828** Date Posted: **01/31/11**

POSITION NO: 159899 Closing Date: **02/11/11**

CLASS CODE: 1870

POSITION TITLE: **Principal Information Systems Technician**

DEPARTMENT NAME: Division of General Services/Department of Information Technology

DEPARTMENT NO: 18 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS:
Days: M-F
Hours: 8 a.m - 5 p.m.

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: O620A

SALARY:
$ 35,588.80 Per Annum
$ 17.11 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs a varity of highly complex duties in support of microcomputer, network and telecommunications systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; performs or arranges for repair; provides support to local and wide area networks; maintains and administers users accounts; installs, tests and configures hardware and software on personal computers and network servers; maintains file servers; monitors and troubleshoots network performance problems; coordinates maintenance and repair with information systems and vendor staff; confers with and assist end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and software solutions. Monitors program systems using a variety of languages; determines communication/network needs for new equipment installation; installs, configures and troubleshoots hardware and software applications and equipment related to local or wide area networks; connects users to network and installs network applications; troubleshoots telecommunications equipment problems to ensure functional operation; develops acquisition

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associates's degree in Computer Science or related field; ***(to receive full credit for education, training, applicant must submit college transcript, certificate, diploma,etc.)***

**Experience:**

and six (6) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Experience in principal and practices of computer science and information systems, knowledge of microcomputer systems hardware and software troubleshooting, knowledge of operational characteristics of local and wide area networks, must be able to identify hardware and software problems, knowledge of spreadsheet applications & mathematical principals, must be able to trouble shoot various computer application, hardware and software problems. Knowledge of data processing and computer software terminology.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work requires continuous use of computer and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

**LICENSE/CERTIFICATION REQUIREMENTS:**

Must possess a valid Driver's License; within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

***VETERANS PREFERENCE APPLIES***

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.*** ***Revised: 1-15-99***