THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS03915034** DATE POSTED: **01/31/18**
POSITION NO: 241075 CLOSING DATE: **02/13/18**
POSITION TITLE: Principal Information Systems Technician
DEPARTMENT NAME / WORKSITE: DSS / Department for Self Reliance / Gallup, NM
WORK DAYS: Monday to Friday REGULAR FULL TIME: ☑ GRADE/STEP: AJ62A
WORK HOURS: 8:00 am to 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: $ 39,707.20 PER ANNUM
SEASONAL: ☐ DURATION : $ 19.09 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
The ability to accurately and swiftly resolve issues and daily tasks; Assist with the installation, configuration and ongoing usability of desktop computers, peripheral equipment and software; Configure, test, maintain, monitor and troubleshoot end user telecommunications hardware/software, telephony devices, wireless devices, network based security cameras, network security devices (PIX, ASA), etc.; Plan and maintain schedule for resolution of helpdesk requests; Maintain and administer computer networks and related computing environments Perform deployment, administration and security maintenance of Windows Server based intranet server; Diagnose hardware and software problems associated with local and wide area network environments, PCs, and software; Perform data backups and disaster recovery operations; Ability to provide after-hours support on a rotational "on-call" basis and to work "off-hours" as needed; Plan, coordinate, and implement network security measures to protect data, software, and hardware; Perform routine network startup and shutdown procedures, and maintain control records; Design, configure, and test computer hardware, networking software and operating system software; Recommend changes to improve systems and network configurations, and determine hardware or software requirements; Provide full desktop support and regular maintenance on individual workstations; Other duties as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
- Associate's degree in Computer Science or related field; 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 and experience.

Special Requirements:
- A favorable background investigation.
- Possess a valid state driver's license. Within ninety (90) days of hire, must obtain a Navajo Nation Vehicle Operator's Permit.
- Within six (6) months of employment, must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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:
As a Principal Information Systems Technician, you must be confident, outgoing and self-motivated with a strong work ethic. You must also be a team-oriented person who is open minded and willing to learn and who has the ability to function effectively in a fast-paced work environment. It is also vital for your role as a Principal Information Systems Technician that you are articulate with strong verbal and written communication skills as communication with clients is required from time to time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Specific qualifications for the Network Support Technician include: Experience supporting Microsoft Windows XP/Vista/Windows 7/8 desktop/laptop PCs; Experience with Cisco Networking Hardware, LAN/WAN, Firewalls; Experience troubleshooting hardware issues and replacing hardware on both desktop and laptop PCs.; Experience with low voltage wiring, inside plant, server racks, datacenters, etc.; Windows Server experience; Active Directory experience; VMWare Virtual Environments; Strong team player that will promote teamwork and excellent communications; Strong interpersonal skills are also required, since client interactions will be required from time-to-time; Ability to work in a professional fast-paced environment.

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