

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0642874

Date Posted: 02/14/11

POSITION NO: 941126

Closing Date: 02/28/11

CLASS CODE: 1872

POSITION TITLE: Information Systems Technician

DEPARTMENT NAME: Navajo Division of Health - Administration

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N600A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8 AM - 5 PM

Temporary:

Duration: _____ \$ 26,020.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direction of the Systems and Programming Manager, is responsible to provide end-user technical support on office automation software; operating systems; training on accessing external resources. Provides technical support to field offices, troubleshooting, upgrading and installation of hardware peripherals, i.e., computer systems, printers, monitors, keyboards, including networks peripherals, i.e., network cards/printers, cabling, hubs concentrators and repeaters. Includes providing on-going preventive maintenance on equipment and ensuring proper operation. Assist in research and testing of new software/hardware products. Assist in obtaining price quotes, system requirement for computer purchases and upgrades. Assists in providing orientation and training to the NDOH staff regarding usage, accurate and timely reports. Work on special projects as assigned. Attends meetings, workshops and training as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; with

Experience:

Two (2) years experience in information systems hardware and software installation and maintenance, network services, systems support or production support; or equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Good knowledge of data processing and computer systems terminology; systems hardware/software terminology and basic principle and practices of system hardware/software operations; basic methods and techniques of deterring and troubleshooting systems problems; to modify or detect errors/programs existing program to suit requirements. Ability to comprehend new technology with ease, understand and translate technical terminology and present information in a clear logical form. Ability to establish and maintain an effective working relationship with employees.

License/Certification Requirements:

Valid State Driver's License, *preferred*.

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