

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR08214912 DATE POSTED: 03/02/18
POSITION NO: 911450 CLOSING DATE: 03/15/18
POSITION TITLE: NETWORK SPECIALIST
DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development/Window Rock, AZ
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AJ64A
WORK HOURS: 8:00 - 5:00 PART TIME: NO. OF HRS./WK.: _____ \$ 46,924.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 22.56 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Implement supervisory job duties for the Computer Resources Unit and assigned employees. Recommend, install and maintain network services. Develop all technical documentation for all system components. Troubleshoot, repair and maintain network servers. Ensure 100% cyber security of Department hardware/software. Develop technology planning and maintain local area network/wide area network and website for the entire Department, inclusive of the Administration Office and units, Workforce Centers and Sub-Offices. Conduct periodic assessments for system upgrades, implement Requests for Proposals for hardware and software, and develops technology strategic planning and procedures. Inventory and track usage of all NDWD hardware/software, issue new equipment, recommend equipment replacements, provide training to end users on all NDWD hardware/software. Develops and installs reporting system programs for NDWD. Set up new equipment and train new users on new hardware/software. Attends training, conferences, and meetings to maintain up-to-date knowledge on the latest developments for hardware/software usage within employment and training programs and emailing. Establish required policies and procedures. Submit progress monthly/quarterly progress reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Information Technology, Computer Science or related field; and two (2) years of system configuration, design, implementation and troubleshooting and firewall and remote systems; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- 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:

LAN Certification or networking certification, Microsoft Operating System and applications. Must have excellent writing skills and document hardware and software requirements, including requests to funding sources.

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