

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

REQUISITION NO: DPS02114905  
POSITION NO: 244120  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 03/02/18  
CLOSING DATE: 03/30/18

**Network Specialist**

DEPARTMENT NAME / WORKSITE: Navajo Police Department-Information Management Section - Window Rock, AZ  
WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: AJ64A  
WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 46,924.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 22.56 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Maintain the network that is used by personnel of Navajo Division of Public Safety computerized records management system (RMS). Work with current network infrastructure. Evaluate computer hardware & software problems. Individual will address various configurations of the WAN, LAN, wireless, VLAN, etc. Planning various network services such as development, testing, recommendations, implementation, pilot sites. Recommends to management new ideas, operating IT environments, coordinates with Navajo Dept. of Information Technology & other IT professionals; scalability network infrastructure. Necessary research for optimum performance, coordinates IT strategic planning, system recovery/emergency assistance/contingency plans, develops IT budget recommendations; manage network accounts, seeks avenues for related IT assistance, administrative requirements-prepare reports, equipment inventories, procurement process, attend & participate IT meetings, necessary travel; knowledge of new trends & innovations, will conduct performance evaluation, review & assign work to Local Agency Security Officer (LASO). Admin communication, installs, user repairs, training, technical writing. And other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Associate's degree in Computer Science, Computer Information Technology, or related field. two (2) years of experience in information systems hardware and software installation and maintenance, 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.

***(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:**

Proficient in computer software and computer operating experience. Knowledge of data processing and computer systems terminology; micro-computer hardware/software terminology; basic principles and practices of microcomputer hardware/software operations; basic methods and techniques of determining microcomputer hardware/software problems; knowledge of methods and techniques of setting up computer production jobs; methods and techniques of data entry; personal computer hardware/software components; modern office procedures; methods and equipment including computers and supporting work processing and spreadsheet applications.

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