THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DGS01813464** DATE POSTED: 03/14/17

POSITION NO: 159270 CLOSING DATE: 03/27/17

POSITION TITLE: **Application Systems Programmer**

DEPARTMENT NAME / WORKSITE: DGS / Department of Information Technology / Window Rock, AZ

WORK DAYS: M-F

WORK HOURS: 8 AM - 5 PM

REGULAR FULL TIME: ☑ GRADE/STEP: AB66A

PART TIME: ☐ NO. OF HRS./WK.: $ 47,756.80 PER ANNUM

SEASONAL: ☐ $ 22.96 PER HOUR

TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Revises, enhances, updates, installs vendor supplied application software components; develops methods, procedures to ensure integrity of system access to appropriate menus, data systems, and data bases; writes programs for data entry and retrieval; reviews, tests and evaluates new versions of applications software; prepares test plans and evaluates test results of system problems; maintains liaison with technical staff and extended support organizations for resolution of computer system problems; maintains contact with vendors to ensure accurate application of programs and possible Creates data bases independent of FMIS for user to capture data to update production files and extract data for ad hoc reports; develops ad-hoc reports or file extracts using appropriate utilities; converts software specification requirements into appropriate programming languages; researches specific technical software and related questions and problems from users, management, programming, operating and systems personnel; performs feasibility studies for proposed programs coming from other computer installations or streamlining existing processes; researches new technology for possible upgrades to current systems. Training opportunities; reviews and documents software failures and takes corrective action as directed; ensures the security and integrity of all systems and data. Participates in the planning, installation and implementation of equipment interfaces and peripheral devices; provides technical assistance to all users; trains programming staff and operators as needed; conducts training on system application and usage to end users; provides technical assistance to applications programming personnel and other users relating to the system; attends staff meetings, courses, workshops, and conferences; prepares and submits required reports; may supervise subordinates as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Information System, Computer Science, Business Administration and four (4) years of progressively resonsible experience in automated management information systems analysis and administration; or an equivalent combination of education and experience. Must have programmer analyst experience, developing and supporting application utilizing various languages and tools including SQL Server 2008/2012, VB.NET, C#.NET, MS Visual Studio.

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:

Knowledge of theory, principles and practices of systems and applications programming. Knowledge of relational database technology. Knowledge of the functions and capabilities of computer operating systems and software programming applications. Knowledge of securing databases and development of database disaster retrieval and recovery systems. Skill in diagnosing and resolving programming problems. Skill in overseeing and performing systems analysis, programming and customizing software to meet individual users or department needs. Skill in establishing and maintaining a secured database systems. Skill in utilizing written and verbal communication in the development and presentation of reports, strategic plans, budgets, and computer instruction. Skill in establishing and maintaining effective working relationships. Skill in communicating effectively orally and in writing.

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