

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711724	DATE POSTED:	03/28/16
POSITION NO:	931589	CLOSING DATE:	OUF
POSITION TITLE:	Senior Information System Technician		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Window Rock, Arizona		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00a-5:00p	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	_____
		DURATION :	_____
		GRADE/STEP:	AC61A
		\$	35,838.40 PER ANNUM
		\$	17.23 PER HOUR

DUTIES AND RESPONSIBILITIES:

Performs a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; confers with and assists end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; installs and maintains servers on local area networks; performs network device configurations, workstation set ups and assigns nodes or network address definitions; installs and monitors performance of servers on local area networks; coordinates system and LAN changes in users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local are network.

Provides technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; conducts user training on systems and software; trains users on microcomputer operation and functionality; prepares reports as required; attends and participates in meetings; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues; write technical documentation and user manuals; participates in desktop systems recovery and emergency assistance; assist and provide technical software support to annual report.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Associate's degree in Computer Science or related field;
- Four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support.

Preferred Qualifications:

- Bachelor's degree in Computer Science or related field.
- Microsoft Certified Training.
- Experience in computer programming.
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

Special Requirements:

- A favorable background check.
- Must obtain Standard or Basis Infant/Child/Adult CPR and First Aid Certifications, Food Handler's Permit, and additional CCDF Health and Safety Requirements.
- Requires climbing, lifting, carrying, and moving computer equipment and peripherals weighing up to 50 lbs. with potential exposure to dirt, heat and humidity when installing computer cabling in ceilings or crawl spaces.

(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 data processing and computer systems terminology, basic principles and practices of microcomputer hardware and software operations, modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications, principles and procedures of record keeping, basic mathematical principles, operational characteristics of various computer hardware and software applications, methods and techniques used in trouble shooting various computer applications, hardware and software problems, aware of Federal, State, and local codes, laws, and regulations relating to internet and computer usage; skill in maintaining, installing, operating, and troubleshooting computer systems hardware and software problems, and troubleshooting network problems. Ability to understand and follow oral and written directions; ability to respect and maintain cooperative relations with CCDF staff, the general public and other tribal/public programs, offices, and entities. Ability to maintain confidentiality and to set information technology goals.

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