

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

REQUISITION NO:	<u>DGS14020798</u>	DATE POSTED:	<u>03/29/21</u>		
POSITION NO:	<u>240284</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Senior Information Systems Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>NN Telecommunication &amp; Utilities/Window Rock, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BK61A</u>
WORK HOURS:	<u>8 am - 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 38,941.20</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 18.65</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems, hardware, software, peripheral printers and related equipment. Serves as the Local Area Network Administrator for the program's two offices. Trouble shoot and diagnoses telecommunications and other equipment problems to ensure functional operation, maintains and administers user accounts, install, tests, monitors and configures hardware and software applications and equipment related to local area network, such as personal computers and network servers; monitors and troubleshoots network performance problems; makes or coordinates maintenance and repairs with vendor staff; confers with and assist end users in selection. Monitors system and determines communication/network needs for new equipment. Keeps abreast of new trends and innovations in the telecommunications and information technology fields. (ex: Voice Over IP). Serves as the Mobile Device Management (MDM) administrator for wireless devices (i.e.. smartphone, tablets, and iPad). Activate wireless devices and load MDM application on device for inventory and control. Set up user profiles. Deactivate devices as required.

Monitor the server performance and ensure network has adequate storage file space. Coordinate with other NN programs about server storage and access to data circuit service for staff use, Manage fiber access point. Maintains, monitors and updates the department website. Provides technical assistance and training to staff. Solicit quotes for software license and hardware equipment procurement for equipment refresh as required. Maintain licenses and subscriptions for all IT equipment and services. Prepare daily, bi-weekly and quarterly reports. Assist in implementation of cost cutting measures and goals and objectives of department. Attend meetings. conference

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

**Minimum Qualifications:**

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

Knowledge of principles and practices of computer science, microcomputer systems and information system hardware and software.  
Knowledge of operation characteristics of microcomputers systems, local and wide area networks.  
Knowledge of basic methods and techniques of determining microcomputer hardware and software problems.  
Knowledge of personal computer, notebooks, and other electrical devices software and components.  
Knowledge of modern office software, methods, procedures and equipment including computers and supporting word processing and spreadsheet applications.  
Knowledge of methods and techniques used in trouble shooting various computer applications, hardware and software problems.  
Knowledge of data processing, computer systems, microcomputer hardware and software technology.  
Knowledge of LAN network switching infrastructure.

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