

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04417590

DATE POSTED: 04/05/19

POSITION NO: 244432

CLOSING DATE: 4/18/2019 5:00pm

POSITION TITLE: Education Data Network Specialist

DEPARTMENT NAME / WORKSITE: Department of Diné Education/Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: Ar65A

WORK HOURS: 8:00a-5:00 p PART TIME: NO. OF HRS./WK.: _____ \$ 45,385.60 PER ANNUM

SENSITIVE SEASONAL: \$ 21.82 PER HOUR

NON-SENSITIVE TEMPORARY: DURATION : Up to 09/30/19

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of considerable difficulty in establishing and maintaining a Navajo Education Information System (NEIS) SQL server and related databases. Store, transmit and track academic performance of enrolled Navajo students in all school systems serving the Navajo Nation utilizing SQL. Plans, develops the Department of Dine' Education computer network infrastructure. Responsible for installing, configuring and maintaining operating system, workstations, and servers, including web server, in support of business processing requirements. Performs software installations and upgrades and maintains them in accordance with established IT policies and procedures. Schedules installations and upgrades, performs testing of software products, monitors and tunes the system environment to achieve optimum performance levels, ensures, workstations/server data integrity by evaluating, implementing and managing appropriate software and hardware solutions, ensures data/media recoverability by implementing a schedule of system backups and database archive operations, develops and maintains a comprehensive operating system, hardware and software configuration, creating a database/library of all supporting documentation, oversees the computer network connectivity with other educational entities, plans connectivity infrastructure with schools for periodic reporting of data, sharing of data, reporting and accessing information, conducts management and coordination of NNDODE program computer network initiatives including the Dine' School Accountability Plan ("DSAP").

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Science or a closely related field and two (2) years progressive experience in data management and network systems. Must have experience and extensive knowledge in various flavors of SQL (i.e., MYSQL, POSTGRES, Microsoft SQL). Knowledge of principals, practices and techniques of computers, network and network equipment equipment, knowledge of current technology products utilized in network management, knowledge of local and wide area networks LAN/WAN, internet/intranet and data communications, computer operating systems, software packages and software utilities.

Special Requirements:

- 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:

Must possess a valid State Driver's License and within 90 days of employment, must obtain a valid Navajo Nation Operator's permit. Depending on needs of the Navajo Nation, some incumbents of the class require background checks, demonstrate fluency in both the Navajo and English languages as a condition of employment.

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