

THE NAVAJO NATION
Department of Personnel Management
ANNOUNCEMENT

REQUISITION NO: DSS0933111

Date Posted: 04/26/11

POSITION NO: 240228

Closing Date: 05/09/11

CLASS CODE: 1871

POSITION TITLE: Senior Information Systems Technician

DEPARTMENT NAME: Division of Social Services/Western Navajo Regional Office

DEPARTMENT NO: 93 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am-5:00 pm

Temporary:

Duration: _____ \$ 33,779.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.24 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; 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 with users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local area networks. Installs, tests and configures hardware and software applications and programs; coordinates major equipment repairs; conducts user training on systems and software; trains users on microcomputer operation and functionality.

Provides technical assistance to the staff in a timely manner, prepares monthly statistics/narrative reports; extract client services data and forward to DSS/Central MIS for reporting purposes on monthly basis; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues; attends and participates in monthly meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support.

Special Knowledge, Skills and Abilities:

Knowledge of data processing and computer systems terminology; microcomputer hardware and software terminology; basic principles and practices of microcomputer hardware and software operations; methods and techniques of determining microcomputer hardware and software.

License/Certification Requirements:

Must possess a Valid State Driver's License and obtain a Navajo Nation Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99