

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0827775

Date Posted: 05/06/13

POSITION NO: 911450

Closing Date: 05/17/13

CLASS CODE: 1848

POSITION TITLE: NETWORK SPECIALIST

DEPARTMENT NAME: Navajo Department of Workforce Development

DEPARTMENT NO: 82 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: S64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8AM to 5PM

Temporary:

Duration: Full-Time \$ 43,576.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.95 Per Hour

DUTIES AND RESPONSIBILITIES:

Implement supervisory job duties for the Computer Resources Unit and assigned employees. Recommend, install and maintain network services. Develop all technical documentation for all system components. Troubleshoot, repair and maintain network servers. Ensure 100% cyber security of Department hardware/software. Develop technology planning and maintain local area network/wide area network and website for the entire Department, inclusive of the Administration Office and units, Workforce Centers and Sub-Offices. Conduct periodic assessments for system upgrades, implement Request for Proposals for hardware and software, and develops technology strategic planning and procedures. Inventory and track usage of all NDWD hardware/software, issue new equipment, recommend equipment replacements, provide training to end users on all NDWD hardware/software. Develops and installs reporting system programs for NDWD. Set up new equipment and train new users on new hardware/software. Attends training, conferences, and meetings to maintain up-to-date knowledge on the latest developments for hardware/software usage within employment and training programs and e-mailing.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors degree in Computer Science, Management Information Systems or related field; and

Experience:

one (1) year of experience in LAN/WAN system configuration, troubleshooting, planning, design & implementation & firewall & remote systems; or an equivalent combination of education/training and experience which provides the capabilities to perform the describes duties.

PREFERRED: Four (4) years of high level LAN/WAN system configuration, troubleshooting, planning, design, implementation and firewall expertise. Experience in supervisory management for at least three (3) years.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along the employment application).

Special Knowledge, Skills and Abilities:

LAN Certification or networking certification, Microsoft Operating System and applications.

License/Certification Requirements:

Must possess a valid state driver's license; and within 90 days of employment must obtain a valid Navajo Nation Vehicle Operator's permit. **PREFERRED:** FMIS Certification

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