THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07513767**	DATE POSTED:	**05/08/17**
POSITION NO:	**944942**	CLOSING DATE:	**OUF**

POSITION TITLE: **Senior Information Systems Technician (S)**

DEPARTMENT NAME / WORKSITE: **DOH/WIC Nutrition Program - Window Rock, AZ.**

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑	GRADE/STEP:	AC61A
WORK HOURS:	8 AM - 5 PM	PART TIME: ☐ NO. OF HRS./WK.:		$ 35,838.40	PER ANNUM
		SEASONAL: ☐ DURATION :		$ 17.23	PER HOUR
		TEMPORARY: ☐			

DUTIES AND RESPONSIBILITIES:

Under the direction of the Senior Programmer Analyst, is responsible to provide end-user technical support not limited to networking systems on office automation software; operating systems; training on accessing external resources. Provides technical support to field clinics troubleshooting/diagnoses equipment problem, upgrading and installation of hardware peripherals, i.e., computer systems, printers, monitors, keyboards, including networks peripherals, i.e., network cards/printers, cabling, hubs concentrators and repeaters. Includes providing on-going preventive maintenance on equipment and ensuring proper functional operation. Assist in research, testing and configures new software/hardware applications and programs. Assist in obtaining price quotes, system requirements for computer purchases and upgrades. Assists in providing orientation and user training on system to the WIC staff regarding the usage, accurate and timely reports. Work on special projects as assigned. Attends meetings, workshops and training as required.

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.

(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:

Good knowledge of data processing and computer systems terminology; systems hardware/software terminology and basic principle and practices of system hardware/software operations; basic methods and techniques of deterring and troubleshooting system problems; to modify or detect errors/programs existing program to suit requirements. Ability to comprehend new technology with ease, understand and translate technical terminology and present information in a clear logical form. Ability to establish and maintain an effective working relationship with employees.

Work 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.

<<A favorable background investigation is required>>
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.