

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

Requisition No: DHR0223168  
POSITION NO: 218230  
CLASS CODE: 1848

Date Posted: 05/23/11  
Closing Date: OUF

POSITION TITLE: NETWORK SPECIALIST  
DEPARTMENT NAME: Department of Personnel Management  
DEPARTMENT NO: 22 WORKSITE LOCATION: Window Rock, Az  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: NEGOTIABLE  
Days: MON - FRI Permanent:  SALARY: 43,576.00 - 60,361.60  
Hours: 8:00 am - 5:00 pm Temporary:  Duration: \$ \_\_\_\_\_ Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ \_\_\_\_\_ Per Hour

**DUTIES AND RESPONSIBILITIES:**

Responsible for installation, maintenance and management of DPM's local area network servers, routers and firewalls; install, support, maintain DPM's network and computer systems, workstations, peripherals and software products and configure personal computer and network equipment according to organization-wide system standards; install new software, software updates and upgrades, install and maintain servers on local area network and monitor performance of servers; design and implement Virtual Private Network (VPN) within the NNDPM domain; develop network and policy documentation by diagramming network topology and all aspects of the network layers for NNDPM and begin AD security policy documentation; maintain and manage DPM's Microsoft Exchange 2003 server by upgrading patches and fixes for both Exchange 2003 and Outlook 2003 and implementing and maintaining Outlook Web Access for external use; conduct training for DPM staff on various subject matters involving use of computers and installed software and peripheral equipment; maintain and manage the Microsoft Domain Controllers, as well as Active Directory (AD) on the NNDPM domain; design and implement Active Directory network security for NNDPM staff; setup, configure and maintain Microsoft Distributed File (DFS) system for all NNDPM staff; support and maintain Alchemy database, the Kodak microfiche project & DPM background check hardware / software; analyze existing departmental resources to determine, recommend computer systems and peripheral equipment, or modifications; investigates user problems, identify their source, determine possible solutions, test and implement solutions; coordinates system and local area network changes with users and other appropriate Navajo Nation information technology technical personnel; perform diagnostic and problem resolution with network support staff; establish and perform maintenance programs, following tribal and vendor standards; design, implement & maintain a disaster recovery plan involving backup & restoration mechanism; conduct special studies and investigations and prepare reports and correspondence, as assigned; maintain inventory of computer and peripheral equipment supplies and ordering when necessary; performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Computer Science or related field; and

**Experience:**

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

*(To receive full credit for education and training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of principles, practices and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; knowledge of network devices such as routers, hubs and switches; knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications computer operating systems. Skill in maintaining data networks and servers; skill in providing technical support to users; skill in implementing LAN/WAN maintenance and management procedures; skill in explaining technical concepts in non-technical terms to clients and staff skill in establishing and maintaining effective working relationships. Ability to troubleshoot and solve a wide variety of computer network problems; ability to adapt to changes in technology; aAbility to respond to computer user needs in a positive and professional manner.

**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 and work requires continued used of computers and peripherals, lifting and carrying computer hardware weighing up to 50 lbs, climbing, crawling, bending and stooping in the installation or troubleshooting of computer hardware and network systems.

**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