

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS02123821

DATE POSTED: 05/25/22

POSITION NO: 244120

CLOSING DATE: Open Until Filled

POSITION TITLE: Network Specialist

DEPARTMENT NAME / WORKSITE: Navajo Police Department-Information Management Section / Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BR64A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 51,740.64 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 24.78 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Maintain the network that is used by personnel of Navajo Division of Public Safety/Navajo Police Department; maintain the computerized records management system; multiple server environment. Work with existing network infrastructure. Maintain & evaluate computer hardware, software & other technical equipment. Address various configurations of the WAN, LAN, wireless, VLAN, etc. Plan various network services, i.e., development, testing, recommendations, implementation, pilot sites, repairs. Recommends to management new ideas, operating IT environments; coordinates with Navajo Dept. of Information Technology & other IT professionals; scalability network infrastructure. Conduct research for optimum performance, coordinates IT strategic planning, system recovery/emergency assistance/contingency plans, develops IT budget recommendations; manage network accounts, develops schematics, seeks avenues for related IT assistance, travel, administrative requirements-prepare reports, equipment inventories, procurement process, attend & participate in IT meetings; knowledge of new trends & innovations; will conduct performance evaluations of subordinate IT staff; review & assign work; conduct training, technical writing. Delegation responsibilities. And other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Associates degree in Computer Science, Computer Information Technology, or related field, two (2) years of experience in Information Systems hardware, software installation and maintenance; network services, systems support or production support, or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid State Driver's License.
- 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:

Proficient in computer software and computer operating experience. Knowledge of data processing and computer systems terminology; micro-computer hardware, software terminology; basic principles and practices of micro-computer hardware, software operations; basic methods and techniques of determining micro-computer hardware, software problems; knowledge of methods and techniques of setting up computer production jobs; methods and techniques of data entry; personal computer hardware, software components; modern office procedures; methods and equipment including computers and supporting work processing and spreadsheet applications; understanding schematics and coding.

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

JVA PROCEDURES

DPS02123821

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

FOR PROGRAM USE ONLY

Contact Person: Karla Morgan

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Prepared by: Orlando D. Bowman

Title: Program Supervisor II Date: 10/08/21

Approved by: Daryl Noon

Title: Deputy Chief of Police Date: 10/08/21

FOR PERSONNEL USE ONLY

Dept. No: _____ Business Unit #: _____ Budget Amount: _____

Occupied? _____ Vacancy Date: _____ Position Status Date: _____

Classified Title: _____

Reviewed by: _____ Date: _____