

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

REQUISITION NO: DOH07510173 DATE POSTED: 05/26/15  
POSITION NO: 944942 CLOSING DATE: 06/09/15  
POSITION TITLE: Senior Information Systems Technician (S)

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

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC61A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>35,838.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>17.23</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Senior Programmer Analyst, 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 orientations and user trainings on system to the WIC staff regarding the 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.

**Preferred Qualifications:**

- A Bachelor's degree in Computer Science or related field.
- Microsoft Certified Training.
- Possess a valid state driver's license.
- Experience in computer programming.

**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:**

Must be knowledgeable of data processing & computer systems terminology, microcomputer hardware/software terminology, basic principles & practices of microcomputer hardware/software operation, etc.. Bilingual in Navajo and English. Demonstrate leadership, initiative, and ability to work with little or no supervision. 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.**