

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS02714074 DATE POSTED: 07/06/17
POSITION NO: 292336 CLOSING DATE: OUF
POSITION TITLE: **Programmer Analyst**
DEPARTMENT NAME / WORKSITE: DGS / Fleet Management Department / Window Rock, AZ
WORK DAYS: 5 Days/Week REGULAR FULL TIME: GRADE/STEP: AB58A
WORK HOURS: 40/Week PART TIME: NO. OF HRS./WK.: \$ 40,414.40 PER ANNUM
SEASONAL: DURATION : \$ 19.43 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Writes or modifies computer programs in the language(s) of the installation. Modifies existing computer programs requiring simple logic changes. Develops and compiles data to test programs. Performs detail analysis and design of fuel management system and modifies the design of existing systems. Performs simple tasks in the development or modification of computer systems. Prepares detailed written specifications for computer programs. Determines system requirements with users for fuel management system. Provides technical programming assistance to end users. Prepares and maintains program documentation for use in the work unit. Assists in writing specifications for the development, maintenance or modification of programs. Assists in the design and implementation of fuel management system, including data and storage structures, communication requirements and specialized language requirements. Assists in problem analysis and correction. Responds to requests from users for data extracts and special reports. Assists in the installation of fuel management system and training of end users.

Minimum Qualifications:

- An Associates degree in Computer Science or closely related field; and two (2) years of computer programming experience

Special Requirements:

- Posses 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:

Knowledge of entry level computer programming and analysis methods and practices. Knowledge of technical journals and software/hardware manuals. Knowledge of computer hardware, software, and peripherals. Knowledge of general office practices and procedures. Knowledge of a variety of data processing software application. Knowledge of high-level language computer programming. Skill in operation of computer terminals and peripheral equipment. Skill in reading, understanding and interpreting technical manuals. Skill in programming and customizing computer software to meet the end user's needs. Skill in following specific instructions and established procedures in transferring and entering data. Skill in establishing and maintaining effective working relationships.

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