

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

REQUISITION NO: DGS1401542

Date Posted: 03/15/10

POSITION NO: 240284

Closing Date: OUF

CLASS CODE: 1870

POSITION TITLE: Principal Information Systems Technician

DEPARTMENT NAME: NN/Telecommunication & Utilities

DEPARTMENT NO: 140 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: O620A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 40 per week

Temporary:

Duration: \_\_\_\_\_ \$ 35,588.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.11 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems, hardware, software, peripheral printers and related equipment. Trouble shoot and diagnoses equipment problems to ensure functional operation, provides support to local network; maintains and administers user accounts, install, tests and configures hardware and software on personal computers and network servers; maintain file servers; monitors and troubleshoots network performance problems; makes or coordinates maintenance and repairs with vendor staff; confers with and assist end users in selection, acquisition and implementation of computer hardware and software solutions. Monitors system and determine communication/network needs for new equipment installation; installs, configures and troubleshoots hardware and software applications and equipment related to local network; connects user to network and installs network applications; troubleshoots telecommunication equipment problems.

Maintain work orders, provide training, access latest technology and implement new technology, (ex: Voice Over IP). Work with Frontier and other communication carriers for cost efficiency and productivity. Design & implement internal database for telecommunication, utilities and radio accounts as required by staff. Automate payment of invoices through Navajo Nation accounting system (FMIS) for telecommunications, radio and utilities and work with Office of the Controller and Frontier Communications and other outside service providers to implement and maintain. Maintain wireless and fiber connections. Assist in radio and utility management along with operations. Interpret and make recommendation in management's analysis of technical correspondences and issues. Advise in fiber optics and digital/manual switching equipments. Implement fault and security management and compliance networking. Design and maintain department website and implement video conferencing. Assist in implementation of cost cutting measures and goals and objectives of department and division. Assist in the Navajo Nation broadband initiatives. Attend meetings, conference and trainings as required with other assigned duties.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Computer Science or related field; and

**Experience:**

six (6) 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, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and practices of computer science, microcomputer systems and information system hardware and software.

Knowledge of operation characteristics of microcomputers systems, local and wide area networks.

Knowledge of basic methods and techniques of determining microcomputer hardware and software problems.

Knowledge of personal computer, notebooks, and other electrical devices software and components.

Knowledge of modern office softwares, methods, procedures and equipment including computers and supporting word processing and spreadsheet applications.

Knowledge of methods and techniques used in trouble shooting various computer applications, hardware and software problems.

Knowledge of data processing, computer systems, microcomputer hardware and software technology.

Knowledge of project management

**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**