

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

REQUISITION NO: OPV15424199

DATE POSTED: 07/06/22

POSITION NO: 244927

CLOSING DATE: Open Until Filled

POSITION TITLE: Network Specialist

DEPARTMENT NAME / WORKSITE: Fiscal Recovery Fund Office / 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:**

Serve as the technology hardware/software technical advisor for the Navajo Nation Fiscal Recovery Fund program; provide recommendations on the design of technology systems to enhance the transparency of information, serve as webmaster for the NNFRFO website, ensures the upkeep and maintenance of NNFRFO hardware and software, technical advisor for audio and video equipment for usage at public hearings, orientations, trainings, etc. Responsible for NNFRF offices and field equipment setup; maintenance and upgrades of technology systems. Provide recommendations for the purchase of stationary and portable equipment for NNFRFO staff. Advisor on usage of hardware and software. Maintain and ensure cybersecurity for NNFRFO local, wide area, wireless, virtual local and various networking systems. Develops and maintains networking configurations; troubleshoots and repairs network server problems. Coordinates with NNFRFO staff to ensure new systems are developed to meet the needs of all NNFRFO sections and staff. Reviews network designs, determines resources needed. Installs and integrates network software. Evaluates and analyzes technology products, recommends best products. Assists in the development of new information platforms to support transparency of NNFRFO projects. Collaborates with Navajo Nation entities on technology and technology related advancements. Maintains current on advancements in technology. Conducts research on potential system upgrades and coordinates implementation of same.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Computer Information Technology, Computer Science or related field; and two (2) years of systems configuration, design, implementation, troubleshooting and firewall remote systems; or an equivalent combination of education and experience

**Special Requirements:**

- A favorable background investigation.
  - Posses a valid driver's license.
- FMIS Certified within 60 days of hire.

***(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:**

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