

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

REQUISITION NO: DGS01812311 DATE POSTED: 08/08/16  
POSITION NO: 158549 CLOSING DATE: 08/22/16  
POSITION TITLE: Senior Information Systems Technician  
DEPARTMENT NAME / WORKSITE: DGS/Department of Information Technology, Window Rock AZ  
WORK DAYS: M-F REGULAR FULL TIME:  GRADE/STEP: AC61A  
WORK HOURS: 8 AM - 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 35,838.40 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 17.23 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Perform a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; confers with and assists end user and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; installs and maintains servers on local area networks; performs network device configurations, address definitions; installs and monitors performance of servers on local area networks; coordinates systems and LAN changes with users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local area networks. Provides technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for new equipment installation; participates in the planning, implementation and installation of new desktop computer units and/or peripherals; coordinates major equipment repairs; conducts user training on systems and software; trains users on microcomputer operation and functionality; prepares reports as required; attends and participates in meetings; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues; writes technical documentation and user manuals; participates in systems recovery and emergency assistance; may supervise lower level technicians or other assigned workers.

**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.

**Special Requirements:**

***(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:**

Posses a valid state driver's license; within 90 day of employment must obtain a Navajo Nation Vehicle Operator's permit. Work requires climbing, lifting, carrying and moving computer equipment and peripherals weighing up to 50 pounds with potential exposure to dirt, heat and humidity when installing computer cabling in ceilings or crawl spaces.

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