

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0642303

Date Posted: 08/16/10

POSITION NO: 941532

Closing Date: 08/27/10

CLASS CODE: 1841

POSITION TITLE: Systems and Programming Manager

DEPARTMENT NAME: Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N690A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 56,264.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 27.05 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide management directives to programs and departments pertaining to IT needs. Provide strategic planning models for IT process and objectives. Assist in negotiations of contracts, development of, implementation and evaluation. Provide management standards of data information systems, policies and procedures. Develop and implement program goals & objectives to data information system, system implementation and system development. Maintain update information on new topologies, structures and information system for educational decision Provide the MIS Office with new structures and information systems for data information systems, directly related management structures and management goals and objectives. Maintain the technical infrastructure of current information network, maintain and administer the LAN, WAN Inter/Intranet service. Maintain consistent administration of telecom infrastructure. Administer, maintain end user accounts, data user accounts and data security. Provide and maintain data security levels for data sensitive information. Maintain Data systems and Data confidentiality.

Develop technical structures of IT systems, implement latest technology methods. Provide IT system, data systems and telecom system for efficiency of cost, personnel and time. Develop and plan Program/Department Organizational changes to reflect IT service and IT data systems. Training of management personnel on data systems and processing. Supervise and direct information technology staff (i.e. plan, assign and review work).

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Computer Science, Computer Information Systems, or closely related field; and

Experience:

four (4) years of progressively responsible experience in system and programming including two (2) years of systems development and two (2) years of responsible supervisory experience.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Must have strong management skills combined with excellent writing, analytical and interpersonal skill as well as ability to work Networking System. Must be knowledgeable in Microsoft SQL, Microsoft C++, Microsoft Access: LAN/WAN Network PREFERRED. Considerable knowledgeable of the principles, methods and techniques of systems analysis and design; considerable knowledge of the principles of organization and administration, good knowledge of the principles of modern record keeping and record storage and retrieval; good knowledge of electronic data processing principles and techniques including programming.

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