**DUTIES AND RESPONSIBILITIES:**
Revises, enhances, updates and installs vendor supplied application software components; develops methods and procedures to ensure integrity of application systems and data bases; writes scripts for data entry and retrieval; reviews, tests and evaluates new versions of applications software; prepares test plans and evaluates test results of system problems; communicates with technical staff and extended support organizations for resolution of computer application problems; maintains contact with vendors to ensure accurate application of programs and possible training opportunities; reviews and documents application failures and takes corrective action as directed; ensures the security and integrity of all applications and data. Researches specific technical software and related questions and problems from users, management, programming, operating and systems personnel; researches new technology for possible upgrades to current systems. Provides technical assistance to all users; trains staff and operators as needed; conducts training on system application and usage to end users; provides technical assistance to applications programming personnel and other users relating to the system; attends staff meetings, courses, workshops, and conferences; prepares and submits required reports; may supervise subordinates as assigned.

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

**Minimum Qualifications:**
- A Bachelor of Science degree in Computer Science, Computer Information Systems or Management Information Systems, Business Administration; or four (4) years of progressively responsible experience in automated management information systems analysis and database administration; or an equivalent combination of education and experience.

**Special Requirements:**
- Possess a valid driver's license.
- Incumbent must obtain a tribal driver's permit within 90 day of hire.
- A favorable background check.

<<A favorable background investigation>>

(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 general business applications and database systems. Knowledge of theory, principles and practices of systems and applications programming. Knowledge of relational database technology. Knowledge of the functions and capabilities of computer operating systems and software programming applications. Knowledge of instructional methods, techniques and practices. Knowledge of securing databases and development of database disaster retrieval and recovery systems. Knowledge of web design and development. Skill in developing and implementing specific instructions and established procedures related to transferring, entering, retrieving and restoring data. Skill in diagnosing and resolving programming problems. Skill in utilizing automated management information systems. Skill in overseeing and performing systems analysis, programming and customizing software to meet individual users or department needs. Skill in establishing and maintaining a secured database system. Skill in the use of programming and job control language specific to the assignment. Skill in utilizing written and verbal communication in the development and presentation of reports, strategic plans, budgets, and computer instruction. Skill in accurately performing data entry operations or programming. Skill in establishing and maintaining effective working relationships. Skill in reading and interpreting technical manuals and documentation. Skill in communicating effectively.

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