

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

REQUISITION NO: DHR02221566

DATE POSTED: 08/18/21

POSITION NO: 218230

CLOSING DATE: Open Until Filled

POSITION TITLE: Network Specialist

DEPARTMENT NAME / WORKSITE: Department of Personnel Management - Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BK64A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 24.06 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 50,237.28 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Responsible for installation, maintenance and management of DPM's local area network, servers, routers and firewalls; sets up new equipment; installs, supports, maintains DPM's network and computer systems, workstations, peripherals and software products and configuration of computers and network equipment according to organization-wide system standards; installs new software, software updates and upgrades; installs and maintains servers on local area network and monitors performance of servers; designs and implements Virtual Private Network (VPN) within the DPM domain; develops network and policy documentation by diagramming network topology and all aspects of the network layers for DPM and begins AD security policy documentation; maintains and manages DPM's Microsoft Exchange server by upgrading patches and fixes for both Exchange and Outlook and implementing and maintaining Outlook Web Access for external use; conducts training for DPM staff on various subject matters involving use of computers and installed software and peripheral equipment; maintains and manages the Microsoft Domain Controllers, as well as Active Directory (AD) on the DPM domain; designs and implements AD network security for DPM staff; sets up, configures and maintains Microsoft Distributed File (DFS) system for DPM staff; manages network accounts including user and e-mail accounts; maintains, monitors and troubleshoots network printer and file services; supports and maintains Alchemy and DocRecord databases; analyzes existing departmental resources to determine, recommend computer systems and peripheral equipment, or modification; investigates user problems; identifies their source; determines possible solutions, test and implements solutions; coordinates system and local area network changes with users and other appropriate Navajo Nation Information technology personnel; performs diagnostic and problem resolution with network support staff; establishes and performs maintenance programs, following tribal and vendor standards; designs, implements and maintains a disaster recovery plan involving backup and restoration mechanisms; maintains technical knowledge and expertise in network technology through research, personal use and training; maintains technical knowledge in current network equipment such as routers, switches, hubs, wiring and network cards; conducts special studies and investigations and prepares reports and correspondence, as assigned; maintains inventory of computer and peripheral equipment supplies and ordering when necessary; provides assistance to desktop section for various client server problems as needed; performs other related duties as assigned.

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

**Minimum Qualifications:**

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

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license

***(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 principles, practices, and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; knowledge of network devices such as routers, hubs and switches; knowledge of LAN/WAN, internet, e-mail systems and data communications computer operating systems. Skill in maintaining data networks and servers; skill in providing technical support to users; skill in implementing LAN/WAN maintenance and management procedures; skill in explaining technical concepts in non-technical terms to clients and staff in establishing and maintaining effective working relationships. Ability to troubleshoot and solve a wide variety of computer network problems; ability to adapt to changes in technology.

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