

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0046943

Date Posted: 08/27/12

POSITION NO: 241728

Closing Date: 09/10/12

CLASS CODE: 1848

POSITION TITLE: Network Specialist

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: S64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 43,576.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 20.95 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direction, performs work of moderate difficulty in managing and maintaining the computer network and servers; troubleshoots computer and network problems and ensures the network is available when needed; advises others on network and computer problems; Configures, installs and monitors local area network (LAN), wide area network (WAN); configures and maintains routers, switches and enables virtual local area network (VLAN) and various network services; tests and implements new network services; tests, recommends and implements new network services; develops and maintains documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and makes necessary adjustments for optimal performance; researches and makes changes to network for improvements; analyzes user needs and develops recommendations, manages network accounts; monitors logs; maintains and troubleshoots network printer and file services; prepares and maintains current network and server configuration and procedure documentation. Performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Computer Science or related field; and

Experience:

one (1) year of experience in LAN/WAN system configuration, troubleshooting, planning, design and implementation and firewall and remote systems; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

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 local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications, and computer operating systems; skill in providing technical support to users; ability to troubleshoot and solve a wide variety of computer network problems; ability to respond to computer user needs in a positive and professional manner.

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and/or the State of New Mexico and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license. Within 90 days of employment, must obtain a valid Navajo Nation Vehicle Operator's Permit.

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