

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

REQUISITION NO: DOJ01014299  
POSITION NO: 202271  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 08/29/17  
CLOSING DATE: OUF

**Senior Network Specialist**

DEPARTMENT NAME / WORKSITE: Navajo Nation Department of Justice / Office of the Prosecutor / Window Rock, AZ

WORK DAYS: Mon. - Fri. REGULAR FULL TIME:  GRADE/STEP: AC65A  
WORK HOURS: 8 am - 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 50,377.60 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 24.22 PER HOUR  
TEMPORARY:  \_\_\_\_\_ **OUF**

**DUTIES AND RESPONSIBILITIES:**

Under supervision, develops and configures a secured local area network/wide area network that operates in compliance with the Navajo Nation Department of Information Technology and the Administrative Office of the Courts Information Technology to represents the interest of the Navajo Nation government. Manages network, servers, storage areas, accounts, workstations, wireless networking and provides technical support to the district offices of the Prosecutor. Monitors and maintains remove networking system, establishes secured network with firewalls to prevent unauthorized access to network, interconnect network with other criminal justice networks, establishes and monitors surveillance system for preventive measures against breeches, hacking, etc., and implements internal control mechanisms. Completes installation of hardware and software, conducts trouble shooting - logging actions taken for preventive maintenance, addresses desktop functioning errors, maintains networking switches, hubs, wiring, routers, cards, licenses and etc. Makes necessary changes to maintain and improve network and troubleshoots networking errors. Works closely with communications provider to troubleshoot voice over internet protocol (VoIP). Runs routing checks and test to insure network is maintained and sufficient storage is available for all users. Ensures all printers, scanners, cameras, projectors, facsimile, and related output machines are operational and in good useful condition. Establishes a key networking group and technical support. Duties can be strenuous and grueling. Additional networking tasks may be assigned as deemed necessary to maintain networking operations.

Completes networking and telecommunications structure, establishes protocols and guidelines, prepares reports, submits annual budgetary needs to maintain secured network, prepares statistics, establishes short and long term goals, attends meetings and trainings, prepares necessary correspondences, financial documents, completes basic troubleshooting training to staff as needed to maintain basic operations, develop user, assignment, return forms, maintains inventory, orders supplies and equipment, maintains contracts, and provide updates as needed. Conducts networking and related IT orientation on the updates, operations, or minor troubleshooting. As technology changes, keeping abreast these changes and incorporate into existing network.

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

**Minimum Qualifications:**

- An Associate's degree in Computer Information Technology, Computer Science or related field; and four (4) years of responsible experience working with Windows servers, desktop systems, Voice over IP, system configuration, design, implementation and troubleshooting and firewall and remote systems, two (2) years of which must have been in a supervisory or project lead capacity; or an equivalent combination of education and experience.

**Special Requirements:**

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

***(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:**

Knowledgeable of principles, practices and techniques of computers, network and network equipment; and current technology products utilized in network management, repairs, troubleshooting, design, and installation. Knowledgeable with software packages, utilities, storage, records, operating systems, and hardware. Skilled in designing, maintaining networks, servers, analyzing technical issues and identifying solutions. Knowledgeable of implementing LAN/WAN and VoIP and maintaining and managing.

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