THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0892382** Date Posted: **08/30/10**

POSITION NO: 240691 Closing Date: **09/13/10**

CLASS CODE: 1871

POSITION TITLE: **Senior Information System Technician**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region - Administration

DEPARTMENT NO: 89 WORKSITE LOCATION: Gallup, NM

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: O610A

SALARY:
$ 32,614.40 Per Annum
$ 15.68 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a variety of complex duties in support of microcomputer system hardware, software, peripheral printers, and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; participates in planning, implementation and installation of desktop computer units and/or peripherals; assists and end users and information systems staff in evaluation, selection, acquisition and implementation of computer hardware and and/or software solutions; installs and maintains servers on local area networks; workstation set ups, and assigns nodes or network address definitions; installs and monitors performance of servers on local area networks; coordinates system and LAN changes with users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local area networks.

Provide technical assistance to other information systems staff; installs, tests and configures hardware and software applications and programs; trains users in microcomputer operation and functionality; prepares reports as required; attends and participates in meetings; stays abreast of new trends and innovation in the field of information technology microcomputer systems support and network issues; writes technical documentation and user manuals; participates in systems recovery and emergency assistance; may supervisor lower level technicians or other assigned workers; and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science, or related field; and (*to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)*

Experience:

four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support and/or equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of data processing, computer systems terminology, microcomputer hardware and software terminology, basic principles and practices of microcomputer hardware and software operations, methods and techniques of setting up computer, modern office procedures, methods and equipment including computers. Skills in installing, maintaining, operating and troubleshooting microcomputer systems hardware and software problems, troubleshooting and analyzing microcomputer hardware and software problems, and troubleshooting network problems.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).

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***