

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS1406986

Date Posted: 09/10/12

POSITION NO: 240284

Closing Date: 09/21/12

CLASS CODE: 1870

POSITION TITLE: Principal Information Systems Technician

DEPARTMENT NAME: Division of General Services/NN/Telecommunication & Utilities

DEPARTMENT NO: 140 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S62A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 40 per week

Temporary:

Duration: _____ \$ 36,878.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.73 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems, hardware, software, peripheral printers and related equipment. Trouble shoot and diagnoses telecommunications and other equipment problems to ensure functional operation, provides support to local network; maintains and administers user accounts, install, tests, monitors and configures hardware and software applications and equipment related to local and wide area networks, such as personal computers and network servers; monitors and troubleshoots network performance problems; makes or coordinates maintenance and repairs with vendor staff; confers with and assist end users in selection; develops acquisition and implementation plans for introduction of network services or automation of system support functions. Monitors system and determines communication/network needs for new equipment. Keeps abreast of new trends and innovations in the telecommunications and information technology fields. (ex: Voice Over IP)

Maintain work orders and provides training on new software applications. Work closely with Frontier and other communication carriers for cost efficiency and productivity. Design & implement internal database for telecommunication, utilities and radio accounts as required by staff. Automate payment of invoices through Navajo Nation accounting system (FMIS) for telecommunications, radio and utilities and work with Office of the Controller and Frontier Communications and other outside service providers to implement and maintain. Maintain wireless and fiber connections. Assist in radio and utility management along with operations. Interpret and make recommendation in management's analysis of technical correspondences and issues. Advise in fiber optics and digital/manual switching equipments. Implement fault and security management and compliance networking. Design and maintain department website and implement video conferencing. Assist in implementation of cost cutting measures and goals and objectives of department and division. Assist in the Navajo Nation broadband initiatives. Attend meetings, conference and trainings as required with other assigned duties.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates Degree in Computer Science or related fields. ***(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates)***

Experience:

Six (6) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of operation characteristics of microcomputers systems, local and wide area networks.

Knowledge of basic methods and techniques of determining microcomputer hardware and software problems.

Knowledge of personal computer, notebooks, and other electrical devices software and components.

Knowledge of modern office software, methods, procedures and equipment including computers and supporting word processing and spreadsheet applications.

Knowledge of methods and techniques used in trouble shooting various computer applications, hardware and software problems.

Knowledge of project management.

Knowledge of LAN & WAN network switching infrastructure. Must possess a Valid State Driver's License and obtain a NN Operator's Permt within 90 days of employment.

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

Revised: 1-15-99