

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0154113

Date Posted: 09/12/11

POSITION NO: 241742

Closing Date: 09/23/11

CLASS CODE: 1872

POSITION TITLE: Information Systems Technician

DEPARTMENT NAME: Surface & Ground Water Protection Dept./Navajo Nation EPA

DEPARTMENT NO: 15 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R60A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00pm

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under General direction of the department director, performs routine duties involving the installation and maintenance of information systems hardware, software, and peripherals including help desk support; takes responsibility for the operation and maintenance of the department and programs' servers, high speed networking systems, Navajo Nation Environmental Information Exchange Node, and electronic mail system; receives training in data exchange with U.S. Environmental Protection Agency and other data trading partners using the Navajo Nation Node for a variety of official environmental data flows and performs periodic data exchanges or assists programs in doing so; working closely with the programs under the department, maintains/updates various environmental information database systems; takes responsibility of proper storage, handling and security of various databases; troubleshoots, diagnoses and fixes computer/networking hardware/software problems to ensure smooth operation; specifies, procures, installs, tests and configures existing and new hardware and software applications; maintains smooth working relationship with Navajo Nation Information Technology Department where the Node is housed and receives their help, as needed, in the operation/maintenance of the Node, servers, and various networking and computer hardware/software; prepares specifications for new equipment, locates vendors and arranges for procurement and shipment of equipment and/or parts as needed for repairs; generates and submits reports as required for decision making; participates in information exchange, database and computer/network related meetings; stays abreast of new trends and innovations in the field of information technology; maintains an inventory of computer work stations, servers, networking hubs, and other related hardware/software; and performs related tasks, as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; with two (2) years of experience in information systems hardware and software installation and maintenance, 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. Advanced degree is *preferred*.

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

Special Knowledge, Skills and Abilities:

Working knowledge of computer, servers, networking equipments, high-speed internet, and related hardware/software; skill in the use of software such as Microsoft Word, WordPerfect, ACCESS, and EXCEL; ability to manage environmental data and perform data exchanges using the Node and generate reports using queries; knowledge of basic principles and practices of microcomputer hardware and software operations; ability to troubleshoot and fix computer and network problems; knowledge of principles and procedures of record keeping; skill in performing help desk support duties; technical report writing and verbal and written communication skills.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator Permit, *preferred*.

Physical Requirements and Work Environment:

Work requires continuous use of computers and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

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