THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70116192**	DATE POSTED:	**09/17/18**
POSITION NO:	**242909**	CLOSING DATE:	**OUF**
POSITION TITLE:	Senior Network Specialist		

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / CENTRAL ADMINISTRATION - WINDOW ROCK, AZ

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AP65A
WORK HOURS:	40 hrs. / week	PART TIME:	☐ NO. OF HRS./WK.:		$ 48,235.20	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐ DURATION :		$ 23.19	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Configures, installs and monitors local area network (LAN), wide are network (WAN), metropolitan area network (MAN) and wireless network servers; configures and maintains routers, switches and enable virtual local area network (VLAN), internet authentication and proxy servers, security appliances/firewalls/virtual private networks (VPN), department surveillance system software and hardware, storage area networks and various network services; tests, recommends and implements new network services; develops and maintain documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and make necessary adjustments for optimal performance; researches, recommends and makes changes to network for improvements; analyzes user needs and develops recommendations.

Coordinates and manages network accounts including user and e-mail accounts; sets up and performs back up procedures; monitors logs; maintains, monitors and troubleshoots network printer and file services; prepares and maintains current network and server configuration and procedure documentation; researches solutions to campus network and serves performance; reviews network design; determines resources needed; installs and integrates network software; evaluates and analyzes technology products and recommends appropriate implementation to programs for use; collaborates with others on a variety of technology and technology support projects and problems; maintains a high degree of technical knowledge and expertise in network technology through research, personal use and training; maintains technical knowledge in current network equipment such as routers, switches, hubs, wiring and network cards; provides assistance to desktop section for various client server problems as needed.

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 or education and experience.

Special Knowledge, Skills and Abilities:
• Possess a valid driver's license.
• A favorable background investigation.
• Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire.

(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:
Knowledge of the 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, switches and VLANs; knowledge of computer network design, installation, configuration, troubleshooting, repair and maintenance procedures and practices; knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data maintenance and storage for local and distributed environments. Skill in planning, designing and maintaining data networks and servers; ability to analyze technical problems and recommend appropriate solutions.

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