THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0398209** | Date Posted: **09/23/13**

POSITION NO: **941458** | Closing Date: **10/04/13**

CLASS CODE: **1871**

POSITION TITLE: **SENIOR INFORMATION SYSTEMS TECHNICIAN**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:

Days: **Monday thru Friday**

Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:

Permanent: ☑

Temporary: ☐

Part-Time: ☐

Duration: _____

No. of Hrs/Wk: **40**

GRADE: **S61A**

SALARY:

$ **33,779.20** Per Annum

$ **16.24** Per Hour

DUTIES AND RESPONSIBILITIES:

Assists in configuration, maintenance, and administration of SQL server databases used by Navajo Nation Program for Self Reliance (NNPSR) staff. Analyzes malfunctions of these systems and provides solutions that minimize downtime. Assists in designing, programming, testing, & the implementation of changes and creation of new applications used by NNPSR staff. This includes modifying TAS, payment and Federal Reporting software and their databases for added functionality, back-end processing, new data elements, and changes in policy. Maintains documentation for each modification or system. Integrates existing software with external programs or vendor supplied software. Assists in providing user administration for web-based application (TAS, payment, and Federal Reporting Database) including caseworker transfers, user management, management of monthly payment process, & coordination among various Navajo Nation departments. Submits federal reports for testing and approval to Federal DHHS staff.

Provides end user application support for all NNPSR agencies. Assists in gathering and analyzing user requirements and working with users in developing and implementing these changes. This also includes serving as a project leader to ensure that changes are implemented and monitored. Assists in the creation of user manuals, system flow diagrams, and documentation. Assists in configuration, maintenance of servers that provide essential services to NNPSR customers and employees (including e-mail, DNS, web, database servers). Provides solutions for any problem that affect these servers. Assists to coordinate with administration and provide recommendations for new software or hardware to enhance current NNPSR systems.

Required to keep current with latest technologies by attending advanced training courses, and researching latest technologies that may benefit the program. Provide local office support at work site (troubleshooting hardware and software, updates). Provides technical support for NNPSR staff on troubleshooting, software applications, code changes, and server configurations.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; and

Experience:

Four (4) 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 describe duties. (***To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of: data processing & computer systems technology; microcomputer hardware and software terminology; basic principles & practices of microcomputer hardware & software operations; basic methods & techniques of determining microcomputer hardware & software problems; methods & techniques of setting up computer production jobs; personal computer hardware & software components; modern office procedures, methods, & equipment including computers & supporting word processing & spreadsheet applications; principles and procedures of record keeping; basic mathematical principles; operational characteristics of various computer hardware & software applications; methods & techniques used in trouble shooting various computer application, hardware, & software problems; pertinent Federal, State, and local codes, laws, and regulations. Knowledge of Microsoft Windows operating systems, Microsoft SQL server, Microsoft active directory, and network protocols & hardware. Skill in: installing, maintaining, operating & troubleshooting microcomputer systems hardware & software problems, skill in troubleshooting & analyzing microcomputer hardware & software problems.

License/Certification Requirements:

Applicant must possess a valid state driver's license and be able to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment. Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS). Position requires a background check and suitability assessment prior to 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***