

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0727045
POSITION NO: 942052
CLASS CODE: 1870

Date Posted: 09/24/12
Closing Date: 10/05/12

POSITION TITLE: PRINCIPAL INFORMATION SYSTEMS TECHNICIAN
DEPARTMENT NAME: Department of Behavioral Health Services
DEPARTMENT NO: 72 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S62A
Days: Monday - Friday Permanent:
Hours: 40 hrs. Temporary: Duration: _____ \$ 36,878.40 Per Annum
Part-Time: No. of Hrs/Wk: _____ \$ 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; troubleshoots and diagnoses equipment problems to ensure functional operation; performs or arranges for repair; provides support to local and wide area networks; maintains and administers users accounts; installs, tests and configures hardware and software on personal computers and network servers; maintains file servers; monitors and troubleshoots network performance problems; coordinates maintenance and repair with information systems and vendor staff; confers with and assist end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and software solutions. Will conduct data analysis, compile statistics and generate reports.

Monitors program systems using a variety of languages; determines communication/network needs for new equipment installation; installs, configures and troubleshoots hardware and software applications and equipment related to local or wide area networks; connects users to network and installs network applications; troubleshoots telecommunications equipment problems to ensure functional operation; develops acquisition and implementation plans for introduction of network services or automation of system support functions; prepares reports as required; attends and participates in meetings; keeps abreast of new trends and innovations in the field of information technology; coordinates user training on systems and software; trains user on microcomputer operation and functionality.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

To receive full credit for education/training applicant must submit copies of college transcripts, degree, certificates, diplomas, etc.

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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of computer science and information systems; knowledge of the principles and practices of microcomputer systems hardware and software troubleshooting; knowledge of operational characteristics of microcomputer systems, local and wide area networks; knowledge of basic methods and techniques of determining microcomputer hardware and software problems; knowledge of personal computer hardware and software components; knowledge of modern office procedures, methods and equipment including computers and supporting work processing and spreadsheet applications; knowledge of basic mathematical principles; knowledge of operational characteristics of various computer hardware and software applications; knowledge of methods and techniques used in troubleshooting various computer application, hardware and software problems; knowledge of data processing, computer systems, microcomputer hardware and software terminology; knowledge of pertinent Federal, State and local codes, laws and regulations.

Skill in installing, maintaining, operating and troubleshooting microcomputer systems hardware and software problems; skill in troubleshooting and analyzing microcomputer hardware and software problems; skill in monitoring and troubleshooting network problems.

License/Certification Requirements:

Must possess a valid state driver's license. **(PREFERRED)**

Physical Requirements And Work Environment:

Work requires climbing, lifting, carrying, and moving computer equipment and peripherals weighing up to 50 lbs. with potential exposure to dirt, heat and humidity when installing computer cabling in ceilings or crawl spaces.

***Will be subject to a Fingerprint Clearance and Background Check.**

Veteran's Preference Applies.

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