

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH06410827</u>	DATE POSTED:	<u>09/28/15</u>
POSITION NO:	<u>941126</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Principal Information Systems Technician (S)</u>		
DEPARTMENT NAME / WORKSITE:	<u>DOH/Administration/Window Rock, AZ</u>		
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AC62A</u>
WORK HOURS:	<u>8 am- 5 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>39,124.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>18.81</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Responsible for the overall Navajo Department of Health's (NDOH) network and communication system, including the Department's electronic data storage and security. Install and upkeep of IT Systems utilized by the overall department; installation and configuration of multiple operating systems, hardware and software for the overall NDOH. Modify and test the department's overall system backup and recovery strategies; evaluating and maintaining the multiple server systems and recommending plans for the acquisition of new systems that support future automation requirements on a regular and recurring basis. Serve as the systems administrator; handles the most advanced technical problems; recognized as the technical authority when major problems occur.

Maintain and monitor NDOH Email Security under the NNDOH.org domain; Correspond via email, remotely log in, and/or coordinate through telephone with NDOH staff to assist and resolve technical hardware, software, and/or network issues and questions. Maintain Traci-IT work order and inventory system;

Evaluate new computer equipment and order hardware and software as needed; follow strict Procurement Process when obtaining requested quotes from NDOH programs; Type and format all NDOH MIS/IT related Travel Authorization and Purchas Requisition requests;

Set-up and configure all newly purchased computer equipment to meet NDOH MIS/IT minimum standards (Desktops, Laptops, Tablets, Printers and mobile Cellular phones; Travel Reservation-wide to complete hardware and software set-ups at each of the 108+ office locations; and Maintain and configure all current NDOH computer equipment with latest software, hardware and anti-virus/malware protection software.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

An Associate's degree in Computer Science or related field; with SIX (6) years of experience in information systems hardware and software installation and maintenance, computer programming, network services, systems support or production support.

Preferred Qualifications:

*A Bachelor's degree in Computer Science or related field.

*Microsoft Certified Training

Special Requirements:

* Possess a valid state driver's license.

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

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