THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07212603**	DATE POSTED:	**10/03/16**
POSITION NO:	**946426**	CLOSING DATE:	**10/14/16**
POSITION TITLE:	**Principal Information Systems Technician**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AC62A
WORK HOURS:	8:00 am-5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 39,124.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 18.81	PER HOUR
		TEMPORARY:	☐			

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, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicant's expense.)***
- 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; 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 trouble shooting 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.

<<A favorable background investigation is required>>

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