

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR02421943  
POSITION NO: 244793  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 10/14/21  
CLOSING DATE: 10/27/2021 by 5:00 pm

**Network Specialist**

DEPARTMENT NAME / WORKSITE: Navajo Office of Vital Records and Identification / Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BR64A</u>
WORK HOURS: <u>8:00 am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>51,740.64</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>24.78</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**DUTIES AND RESPONSIBILITIES:**

Configures, installs and monitors local area network (LAN), wide area network (WAN), metropolitan area network (MAN) and wireless network servers; configures and maintains routers, switches and enables virtual local area network (VLAN), conducts continuous assessment of current IT systems for improvement. Responsible for maintaining software licenses and inventory of hardware and software. Provides Help desk support and maintenance. Identifies and resolves network and system(s) performance problems. Performs or manages adds/moves/changes/deletions to network equipment. Performs network equipment backups and routine/non-routine preventative maintenance. Builds and maintains networks; maintains external and internal web presence and administers the network. Identify and implement time and cost saving solutions. Keep network computer and server up to date with latest security patches. Deploy VPN, remote desktop including user environments, security settings and workstations. Troubleshoot existing hardware and software relating to printers, computers and networking devices. Work with external vendor support representatives as needed for business requirements. Serve as liaison with Federal agencies regarding IT initiatives. Provide recommendations on database management. Perform other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Computer Information Technology, Computer Science or related field; and two (2) years of system configuration, design, implementation and troubleshooting and firewall and remote systems; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(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, practices and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; 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 communications computer operating systems; knowledge of network connectivity, protocols, network, security devices, wireless, fiber optic and copper cables. Skill in maintaining data networks and servers; skill in providing technical support to users; skill in analyzing, troubleshooting, and resolving system hardware, software, and networking issues; skill in monitoring the performance of backup, recovery, and archival of files stores on the network. Ability to coordinate and monitor network utilization, alerts, and availability, including firewalls, web filtering, network switches, routers, etc.

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