THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04820167	DATE POSTED:	10/16/20
POSITION NO:	940760	CLOSING DATE:	11/13/20
POSITION TITLE:	APPLICATION SYSTEMS PROGRAMMER		
DEPARTMENT NAME / WORKSITE:	DODE/Navajo Nation Scholarship & Financial Assistance - Window Rock, Arizona		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	BC66A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 50,169.60	PER ANNUM
SENSITIVE	☐	SEASONAL:	☐	DURATION :		$ 24.12	PER HOUR
NON-SENSITIVE	☑	TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Programs computer by entering coded information; Revises, enhances and install vendor supplied application software components; Confirms project requirements by reviewing program objective, input data, and output requirements; develops methods and procedures to ensure integrity of system access to appropriate menus, data systems and data bases; writes programs for data entry and retrieval; reviews, tests and evaluates new versions of applications software; prepares test plans and evaluates test results of system problems; maintains liaison with technical staff and extended support organization for resolution of computer system problems; maintains contact with vendors to ensure accurate application of programs and possible training opportunities; reviews and documents software failures and takes corrective action as directed; ensures the security and integrity of all systems and data. Creates data bases independent of FMIS for user to capture data to update production files and extract data for ad hoc reports; develops ad-hoc reports or file extracts using appropriate utilities converts software specification requirements into appropriate programming languages; researches specific technical software and related questions and problems for users, management, programming, operating and systems personnel; performs feasibility studies for proposed programs coming from other computer installations or streamlining existing processes; researches new technology for possible upgrades to current systems. Participates in the planning, installation and implementation of equipment interfaces and peripheral devices; provides technical assistance to all users; trainings programming staff and operators as needed; conducts training on system application and usage to end users; provides technical assistance to applications programming personnel and other users relating to the system; Attends staff meetings and maintains professional and technical knowledge by attending educational courses, workshops, conferences and reviewing professional publications; prepares and submits required reports; may supervise subordinates as assigned. Create and interpret technical user manuals and documentation; Maintain secure database system; Maintains all student and employee confidence and protects operations by keeping information confidential; Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques; Orders new replacement equipment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Science, Computer Information Systems, Business Administration and four (4) years of progressively responsible experience in automated management information systems analysis and administration; or an equivalent combination of education and experience.

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 Federal, state and Tribal laws, rules, regulations and guidelines related to Financial Management Information Systems. Knowledge of general business applications and computerized systems in the areas of accounting, payroll, human resources and student information systems. Establishing and maintaining an effective positive working relationship required; Must have strong oral and written communication skills; have community planning concepts. statistical research or planning. Physical and work environment involves installing computer equipment and some heavy lifting. General Programming Skills; Analyzing information, problem solving, software design, performance tuning. Attention to detail, debugging and testing.

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