

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DSS05621956</u>	DATE POSTED:	<u>10/18/21</u>
POSITION NO:	<u>932382</u>	CLOSING DATE:	<u>Open Until Filled</u>
POSITION TITLE:	<u>Principal Information Systems Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>Division of Social Services - Offices of the Executive Director/ Window Rock, AZ</u>		
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BR62A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>43,785.36</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>20.97</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Under supervision of the Deputy Division Director performs journey level work involving advance technical assistance and support to systems users in installation, maintenance, and upkeep of Information Technology (IT) hardware and software. Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems; and troubleshoots and diagnose equipment problem to ensure functional operations. This position will focus on two IT phases: maintain current IT systems, hardware and software; and secondly, assist with transitioning to a new network solely for Division of Social Services (DSS). The second phase entails providing help-desk support and working closely with IT consultants to perform or arrange for repairs. Also provides support to DSS network, maintain and administer user accounts, and, install, test, and configure hardware and software. Responsible for maintaining file servers and coordinate with DSS staff and consultants in evaluating, selecting, and ordering new equipment. Connects users to network, install network applications, and assist with automation services, such as client databases. Keep abreast of new IT trends, participate in meetings, prepare IT reports, and train DSS staff on new technology installed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates 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, system support or production support; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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 the Navajo Nation Personnel Policies, Navajo Nation Travel Policies, Navajo Nation Procurement Policies and Procedures; and other applicable tribal, state, and federal regulations required. 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 data processing and computer system terminology.

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