

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OMB01610887</u>	DATE POSTED:	<u>10/19/15</u>		
POSITION NO:	<u>243296</u>	CLOSING DATE:	<u>10/30/15</u>		
POSITION TITLE:	<u>Senior Information Systems Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>Office of Management and Budget / Systems Section / Window Rock, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AC61A</u>
WORK HOURS:	<u>40 Hours/Week</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>35,838.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>17.23</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Assist the Office of Management and Budget fulfill their Plan of Operation by:

- Performing complex duties assisting computer users with software technology by diagnosing, troubleshooting, configuring, repairing and maintaining information technology software issues including but not limited to the Operating Systems Microsoft 7/8/8.1/MS 2008r, Microsoft Office 2010/2013 (Word, Excel, PowerPoint, Publisher, Visio), File Maker Pro 14, Open Text Right Fax, Nuance Paper port, Symantec Endpoint Protection, Dreamweaver CS6, Photoshop CS6, and Microsoft Exchange. When needed, conducts individual training to staff on the software currently being utilized.
- Performing complex duties assisting computer users with hardware technology by diagnosing, troubleshooting, configuring, repairing and maintaining information technology hardware issues including but not limited to laptops, servers, printers, monitors, keyboards, mouse, scanners, Xerox machine, docking stations, etc.
- Work with upper management to perform complex duties utilizing web programming to be able to maintain, modify, configure, design, update the Office of Management and Budget website (www.omb.navajo-nsn.gov) with current budget related information.
- Work with other information technology departments to assist computer users with local/wide area network issues that arise by performing complex duties involving diagnosing, installing, updating, troubleshooting, testing, and repairing the network including but not limited to cables/switches/hubs. Other Duties as assigned

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; and four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support.

Preferred Qualifications:

- A Bachelor's Degree in Computer Science or related field.
- Microsoft Certified Training.
- Possess a valid state driver's license.
- Experience in computer programming.

(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:

Incumbent must be able to handle/carry computer equipment (servers, laptops, monitors, printers, switches/hub, etc.) up to 50 lbs. 5% of the day.

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