THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR09412766**	DATE POSTED:	**10/31/16**
POSITION NO:	941533	CLOSING DATE:	**OUF**
POSITION TITLE:	**Network Specialist**		
DEPARTMENT NAME / WORKSITE:	DNR/Navajo AML Reclamation/UMTRA Department / Window Rock, AZ		

WORK DAYS:	Mon. - Fri.	REGULAR FULL TIME:	☑		GRADE/STEP:	AC64A
WORK HOURS:	8 am-5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 46,238.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 22.23	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Configures installs and monitors local area network (LAN), wide area network (WAN) wireless networks; configures and maintains routers, switches and enables virtual local area network (VLAN) and various network services; test and implements new network services; test, recommends and implements new network services; develops and maintains documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and makes necessary adjustments for optimal performance; researches and makes changes to network for improvements; analyzes user needs and develops recommendations, manages network accounts including user and e-mail accounts; monitors logs; maintains, monitors and troubleshoots network printer and file services. Prepares and maintains current network and server configuration and procedure documentation; reviews network design; determines resources needed; installs and integrates network software; evaluates and analyzes technology products and recommends appropriate implementation to programs for use; collaborates with others on a variety of technology and technology support projects and problems; maintain technical knowledge and expertise in network technology through research, personal use and training; maintains technical knowledge in current network equipment such as routers, switches, hubs, wiring and network cards; provides assistance to desktop section for various client server problems as needed.

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.

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 principles, practices and techniques of computers, network and network equipment. Knowledge of current technology products utilized in network management. Knowledge of network devices such as routers, switches and VLANs. Knowledge of network connectivity, protocols, network security devices, wireless, fiber optic and copper cables. Knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications computer operating systems. Skill in maintaining data networks and servers. Skill in providing technical support to users. Skill in implementing LAN/WAN maintenance and management procedures. Skill in explaining technical concepts in non-technical terms to clients and staff. Skill in establishing and maintaining effective working relationships. Ability to troubleshoot and solve a wide variety of computer network problems. Ability to adapt to changes in technology. Ability to respond to computer user needs in a positive and professional manner.

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