THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0564285** Date Posted: 11/07/11

POSITION NO: 946420 Closing Date: 11/21/11

CLASS CODE: 1870

POSITION TITLE: **Principal Information Systems Technician**

DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES - 638 Department

DEPARTMENT NO: 56 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:
Days: MON. - FRI.
Hours: 8 AM - 5 PM

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: S62A

SALARY:
$ 36,878.40 Per Annum
$ 17.73 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs troubleshooting duties for the Department, which comprises of dismantling and reassembling, installing, testing, setting up and maintenance of computer hardware/software equipment. Utilizes the traceroute program, ensuring each router receives information. Utilizes the VLAN system throughout. Also installs, troubleshoots & maintains a variety of local area and wide area network systems, computer peripherals, data transmission equipment, high speed modems and off-site communication equipment. Ensures that the required layers of the OSI model is followed. Also ensures that the Global Catalog is updated and maintained. Uses a variety of software to monitor, test and manage network performance. Identifies, determines problem areas and corrects complex problems, providing resolution for system failure and degradation. Performs basic lease processes. Ensures basic wiring schemes are in place. Works and maintains the simple mail transfer protocols. Keeps updated documentation of all reviews conducted. Installs and combines a variety of software for maximum utilization by personnel. Provides in-house training to new users, or to provide new manner for use of upgraded systems to

personnel on a one-to-one basis, when needed/requested. Provides any needed assistance with variety of problems encountered throughout the Division. Assists with data entry activities and provides assistance to the field.

Education and Training:

Associates Degree in Computer Science or related field; and

Experience:

And six (6) years of information systems hardware/software installation/maintenance experience, computer programming, network services, systems support or production support; OR equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of computer science/information systems; microcomputer systems hardware/software troubleshooting. Knowledge of operational characteristics of microcomputer systems/local and wide area networks. Knowledge of personal computer hardware and software components. Knowledge of modern office procedures, methods and equipment including computers, supporting wordprocessing and spreadsheet applications. Knowledge of basic mathematics. Knowledge of data processing and computer systems terminology.

License/Certification Requirements:

Valid State Drivers License. Ability to obtain a NN Motor Vehicle Tribal Permit within the 90 day introductory period.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***