

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR08216601 DATE POSTED: 11/15/18
POSITION NO: 919883 CLOSING DATE: 12/07/18
POSITION TITLE: Senior Information Systems Technician
DEPARTMENT NAME / WORKSITE: DHR/Navajo Department of Workforce Development/Window Rock, AZ
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AS61A
WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 36,920.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 17.75 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provide complex duties such as technical support of computer hardware, software, network and peripherals for the staff of NDWD; install, configure, maintain, manage, diagnose and troubleshoot hardware, software and local/wide area network to ensure functional operation; determine problems and assists users with resolution in a positive manner; provide training on hardware and software to NDWD staff; assist in troubleshooting and maintaining network servers, personal computers and laptops; maintain and manage network accounts, email accounts and monitoring logs; develop and maintain documentation on network configuration; attend and participate in meetings, conferences or seminars; stays abreast of new trends and innovations in the field of information technology and advise NDWD on needed improvement. Responsible for maintaining software licenses and inventory of hardware and software.

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 or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.

(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:

Ability to analyze and resolve technical problems, ability to enhance and maintain operating system and relates software to optimize computer performance. Ability to communicate through oral and written expression. Good knowledge of the principles and operations of hardware, software, network and attached peripherals. Good knowledge of office procedures and practices. Good knowledge of Windows 07/10 OS, MS Office Professional Edition, Symantec/Norton Antivirus Products and Database management.

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