

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10122191 DATE POSTED: 11/16/21
 POSITION NO: 240544 CLOSING DATE: 12/01/2021 by 5 PM
 POSITION TITLE: PRINCIPAL INFORMATION SYSTEMS TECHNICIAN
 DEPARTMENT NAME / WORKSITE: NDOT EXECUTIVE / TSE BONITO, NM
 WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME: GRADE/STEP: BR62A
 WORK HOURS: 8:00-5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 43,785.36 PER ANNUM
 SENSITIVE SEASONAL: DURATION : _____ \$ 20.97 PER HOUR
 NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Installs, maintains and repairs all computerized equipment with the Division and develops documents and manuals for all Information Technology (IT) process. Through technical services provides a reliable and efficient network infrastructure by maintaining and repairing computerized equipment on the network.

Recommends and implements standard procedures for all office tasks that impact the network and computerized systems. Recommends standards for data collection processes, database formats, data forms, and data entry procedures. Provides training and recommendations to clients/end users on proper usage of assigned hardware and software. Provide technical support for all Division hardware and software.

Researches, recommends and implements the purchases of all new computerized equipment for the Division. Provides system and technical recommendations to the Division to improve network and computer performance by recommending and installing necessary hardware and software upgrades.

Recommends and decides on IT issues on behalf of the department in pursuit of improving overall communications with all internal and external organizations. Responsiveness to completing tasks necessary to the smooth and efficient operations of the department and works as a team member by displaying a positive attitude in meetings and shows a genuine interest in the goals of the department. Works in collaboration with other departments to enhance data sharing and communications through an established computer network or other digital means. Works directly with Navajo DOT clients and staff to produce and provide support on necessary maps and data as required. Provide basic GIS application support to Navajo DOT staff.

Attend assigned training, conference, workshops, seminars and meetings to become thoroughly versed on the goals and objectives of Navajo DOT.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's 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, systems support or production support; or an equivalent combination of education and experience.

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 and practices of computer science and information systems. Knowledge of principles and practices of microcomputer systems hardware and software troubleshooting. Knowledge of operational characteristics of microcomputer systems. Knowledge of basic methods and techniques of determining microcomputer hardware and software problems. Knowledge of modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications. Knowledge of operational characteristics of various computer hardware and software problems. Knowledge of data processing and computer systems terminology. Knowledge of microcomputer hardware and software terminology. Knowledge of pertinent Federal, State and local codes, laws and regulations. Skills in installing, maintaining, operating and troubleshooting microcomputer system hardware and software problems. Skill in monitoring and troubleshooting network problems.

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