

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DSS03912956</u>	DATE POSTED:	<u>12/07/16</u>
POSITION NO:	<u>241075</u>	CLOSING DATE:	<u>OUF</u>
POSITION TITLE:	<u>Principal Information Systems Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>Department for Self Reliance / Gallup, New Mexico</u>		
WORK DAYS:	<u>Monday to Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 am to 5:00 pm</u>	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	<u> </u>
		DURATION :	<u> </u>
		GRADE/STEP:	<u>AC62A</u>
		\$	<u>39,124.80</u> PER ANNUM
		\$	<u>18.81</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Accurately and swiftly resolves issues and daily tasks; assists with the installation, configuration and ongoing usability of desktop computers, peripheral equipment and software; configures, tests, maintains, monitors and troubleshoots end user telecommunications hardware/software, telephony devices, wireless devices, network based security cameras, network security devices (PIX, ASA), etc.; plans and maintains schedule for resolution of helpdesk requests; maintains and administers computer networks and related computing environments; performs deployment, administration and security maintenance of Windows Server based intranet server; diagnoses hardware and software problems associated with local and wide area network environments, PCs, and software; performs data backups and disaster recovery operations; may provide after-hours support on a rotational "on-call" basis and to work "off-hours" as needed; plans, coordinates, and implements network security measures to protect data, software, and hardware; performs routine network startup and shutdown procedures, and maintain control records; designs, configures, and tests computer hardware, networking software and operating system software; recommends changes to improve systems and network configurations, and determine hardware or software requirements; provide full desktop support and regular maintenance on individual workstations; other duties as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- 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.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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; principles and practices of microcomputer systems hardware and software troubleshooting; operational characteristics of microcomputer systems; operational characteristics of local and wide area networks; basic methods and techniques of determining microcomputer hardware and software problems; personal computer hardware and software components; modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications; basic mathematical principles; operational characteristics of various computer hardware and software applications; methods and techniques used in troubleshooting various computer application, hardware, and software problems; data processing and computer systems terminology; microcomputer hardware and software terminology; and pertinent Federal, State, and local codes, laws, and regulations.

Skill in: installing, maintaining, operating, and troubleshooting microcomputer systems hardware and software problems; troubleshooting and analyzing microcomputer hardware and software problems; and 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.