THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT1019619**	DATE POSTED:	**12/08/14**
POSITION NO:	**243062**	CLOSING DATE:	**12/19/14**
POSITION TITLE:	**Information Systems Technician**		
DEPARTMENT NAME / WORKSITE:	**Navajo Division of Transportation - Executive Office / Tse Bonito, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Maintains computer network and servers; troubleshoots computer and network problems and ensures the network is available when needed; advises others on network and computer problems; Configures, installs and monitors local area network (LAN), wide are network (WAN); configures and maintains routers, switches and assists in enabling virtual local area network (VLAN) and various network services; tests and implements new network services; tests, recommends and implements new network services; sets up new computer equipment; monitor's system performance and makes necessary adjustments for optimal performance; researches and makes computer/network for improvements; analyzes user needs and develops user recommendations, assist with user accounts; monitors logs; maintains and troubleshoots printers and computer devices. Prepares specifications for new equipment, locate vendors and arranges for procurement and shipment of equipment and/or parts as needed for repairs; generates and submit reports as required for decision making; participate in information exchange, database and computer/network related meetings; stays abreast of new trends and innovations in the field of information technology; maintains an inventory of computer work stations, servers, networking hubs, and other related hardware/software; and performs related tasks when assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; with two (2) years of experience in information systems hardware and software installation and maintenance, network services, systems support or production support.

Preferred Qualifications:

- A Bachelor's degree in Computer Science, m Information's Tech Systems or related field.
- Experience in constructing multiple database programs.
- Training in information hardware and systems installation, systems and production support.
- Possess a valid state driver's license.

Special Requirements:

(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:

Work requires continuous use of computers and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

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