

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DNR01219112</u>	DATE POSTED:	<u>12/09/19</u>
POSITION NO:	<u>159881</u>	CLOSING DATE:	<u>Open Until Filled</u>
POSITION TITLE:	<u>Senior Programmer Analyst</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR/Minerals Department (Surface Mining Program) Window Rock, Arizona</u>		
WORK DAYS:	<u>Mon-Fr</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BD65A</u>
WORK HOURS:	<u>8am-5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>52,396.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>25.45</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Researching and implementing a server software that will enhance the technical application of permit documentation. Design, develop, maintain and enhance permit documentation database through internal computer systems. Developing new systems and programs as a programmer will be modified according to the programs goals. Developing project plans, including scoping, scheduling, and implementation for all system related projects. Researching, identifying, analyzing and meeting requirements of all internal and external end user applications. Provides technical assistance to internal staff; installs, tests and configures hardware/software applications. Plans and determines communication needs for new equipment installation; participates in the planning, implementation and installation of new systems and/or peripherals; coordinates major equipment repairs; conducts recurring user training on systems and software; develops and maintains the desktop/server/network systems recovery policies. Conduct research on emerging application development software products, languages, and standards in support of procurement and development efforts. Communicate with vendors for efficient implementation of new applications and/or systems for resolution of any adaptation issues. Evaluate, recommend, schedule, and perform software improvements and upgrades. Hands-on experience developing program test cases and plans. Consistently write, translate, and code software programs and applications according to specifications. Writing programming scripts to enhance functionality and/or performance of applications as necessary. Design, run and monitor software performance tests on new and existing programs for the purposes of correcting errors, isolating areas for improvement, and general debugging. Administer critical analysis of test results and deliver solutions to problematic areas. Generate statistics and written reports for management and/or team members on the status of the programming process. Maintaining the current five (5) departmental LANs, which includes three (3) WANs with three (3) federal agencies (U.S. DOI Office of Natural Resources Revenue, Bureau of Land Management, and Office of Surface Mining Reclamation & Enforcement). Duties include maintenance, repair, and monitoring of each network system, ensuring data and user security requirements are in full force, interacting with federal agency system personnel to determine compatibility of network infrastructure.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor of Science degree in Computer Science, Computer Information Systems or Management Information Systems.

**Special Requirements:**

- Possess a valid state driver's license.
- 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:**

Microsoft Certified Professional Training, SharePoint (2012+), Windows Server (2012+), and SQL (2008+). Experience in computer programming, C++, ASP.NET, Java, CSS, HTML, HTML5 and other major programming languages. Two (2) years of computer programming and system analysis experience.

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