

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0727340

Date Posted: 12/17/12

POSITION NO: 944391

Closing Date: 12/31/12

CLASS CODE: 1841

POSITION TITLE: Systems and Programming Manager

DEPARTMENT NAME: Department of Behavioral Health Services - Navajo Regional Behavioral Health Center

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R69A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 40 hrs.

Temporary:

Duration: _____ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 28.02 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, assigns and reviews work of supervisory and technical staff to maintain adequate staffing levels necessary to respond to fluctuating workloads; evaluates employee performance; provides technical leadership to management for assessment and implementation of new technologies; develops, implements and maintains standards and guidelines for the acquisition, installation and use of computers, local and wide area networks, application systems, and communication and telecommunication systems; develops system and program specifications; sets priorities for assignment to other staff, and coordinates and checks progress of system development and program coding, as needed; reviews and leads major systems development projects and manages on-going maintenance of related systems; designs all major system components such as forms, reports, screen formats, files and databases.

Consults with users about system problems and develops specifications to make necessary modifications and oversees implementation; provides consultation to users on computer needs, networking equipment, software, peripherals, file servers and wireless communications; assists users in obtaining computer systems; plans and sets up testing strategies, conditions and schedules; coordinates or performs network design, installation, modification, maintenance, problem resolution, network monitoring and optimization with assistance from technical personnel; evaluates, studies and implements safeguards for computer systems.

Reviews technical journals and relevant literature to stay current with changes in technology; serves as resource and technical advisor in areas, such as database development and management, high level languages, system software or data communications.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Computer Science, Computer Information Systems or closely related field; and

To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.

Experience:

four (4) years of progressively responsible experience in system and programming including two (2) years of systems development and two (2) years of responsible supervisory experience.

Special Knowledge, Skills and Abilities:

Knowledge of system analysis and design procedure and techniques; knowledge of project management methodologies; knowledge of the installation, diagnosis, maintenance and repair of computer WAN, LAN and related systems; knowledge of instructional methods, techniques and practices; knowledge of the theory and practices of management as applied to government agencies with special emphasis on organizational analysis, procedure analysis and records management; knowledge of programming languages; knowledge of information system audit controls; and knowledge of information system security controls.

Skill in planning and implementing computer systems, services and programs for governmental entities; in overseeing and performing systems analysis, programming and customizing software to meet individual users or department needs. Skill in utilizing written and verbal communication in the development and presentation of reports, strategic plans, budget and computer instruction; skill in prioritizing, scheduling, assigning, reviewing and evaluating work; skill in establishing and maintaining effective working relationships; skill in communicating technical concepts to users in understandable language; skill in project management, prioritizing and assigning of workload; skill in identifying and defining user requirements and conceptualizing workable system to meet those needs; skill in feasibility study and cost/benefit analysis methodologies; skill in managing large data processing system; skill in coordinating and implementing training of staff; skill in preparing long range information system plans.

****Must Pass a Fingerprint Clearance and Background Check****

Veteran's Preference Applies.

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