

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOH06419189	DATE POSTED:	12/19/19
POSITION NO:	941532	CLOSING DATE:	OUF
POSITION TITLE:	Systems and Programming Manager		
DEPARTMENT NAME / WORKSITE:	Navajo Department of Health / Window Rock, AZ		
WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8 am - 5 pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input type="checkbox"/>	NO. OF HRS./WK.:	_____
NON-SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
		DURATION :	_____
		TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Under general supervision; performs professional technical and supervisory work involving all phases of systems analysis; design, development, programming and maintenance of data and network systems; development and implementation of procedures and computer programs to process data by electronic data processing equipment; and performs related work as assigned.

Provides technical leadership to management on assessment and implementation of new technologies; develops, implements and maintains standards and guidelines for acquisition, installation, and use of computers, local and wide area networks, application systems, and communication and telecommunication systems; develops systems and program specifications; sets priorities for assignments to staff and coordinates and checks progress of system development and program coding; reviews and leads major system development projects and manages maintenance of related systems; designs major system components such as forms, reports, screen formats, and data bases.

Consults with users on system problems, networking equipment/software, peripherals, file servers, and wireless communications; assists users in procuring, planning, testing, set up, and safeguarding of computer systems with assistance from technical staff.

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

Plans, assigns, and reviews work of supervisory and technical staff; maintains staffing levels necessary to respond to fluctuating workloads; and evaluates staff performance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Science, Computer Information Systems, or closely related field; and 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; or an equivalent combination of education and experience.

Supplemental Requirements:

- Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.
- Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both Navajo and English languages as a condition of employment.
- **Certification, licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted with employment application to receive full credit for education.**

Special Knowledge, Skills and Abilities:

- System analysis and design procedures and techniques; research techniques, methods, and procedures
- Principles, methods, and practices of public administration
- Current theories principles and technologies of information processing; project management methodologies
- Installation, diagnosis, maintenance, and repair of computer WAN, LAN, and related systems; managing large data processing systems
- Instructional methods, techniques, and practices
- Theory and practices of management as applied to government agencies with special emphasis on organizational analysis, procedure analysis, and records management
- Programming languages
- Information system audit and security controls
- Planning and implementing computer systems, services, and programs for governmental entities
- Overseeing and performing systems analysis, programming and customizing software to meet individual user or department needs.
- Prioritizing, scheduling, assigning, reviewing, and evaluating work
- Utilizing written and verbal communication in development and presentation of reports, strategic plans, budgets, and computer instruction
- Establishing and maintaining effective working relationships
- Communicating technical concepts to users in understandable language
- Identifying and defining user requirements and conceptualizing workable system to meet needs; coordinating and implementing staff training
- Feasibility study and cost/benefit analysis methodologies; preparing long range information system plans

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