THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DHR0225076** Date Posted: **12/27/11**

POSITION NO: **218230** Closing Date: **01/10/12**

CLASS CODE: **1848**

POSITION TITLE: **NETWORK SPECIALIST**

DEPARTMENT NAME: **Department of Personnel Management/Human Resources**

DEPARTMENT NO: **22** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS:

Days: **Mon. - Fri.**

Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration: _____

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **Negotiable**

SALARY:

$ **43,576 - $60,361** Per Annum

$ _____ Per Hour

DUTIES AND RESPONSIBILITIES:

Responsible for installation, maintenance and management of DPM's local area network, servers, routers and firewalls; installs, supports, maintains DPM's network and computer systems, workstations, peripherals and software products and configuration of personal computer and network equipment accoring to organization-wide system standards; installs new software, software updates and upgrades; installs and maintains servers on local area network and monitors performance of servers; designs and implements Virtual Private Network (VPN) within the DPM domain; develops network and policy documentation by diagramming network topology and all aspects of the network layers for DPM and begins AD security policy documentation; maintains and manages DPM's Microsoft Exchange server by upgrading patches and fixes for both Exchange and Outlook and implementing and maintaining Outlook Web Access for external use; conducts training for DPM staff on various subject matters involving use of computers and installed software and peripheral equipment; maintains and manages the Microsoft Domain Controllers, as well as Active Directory (AD) on the DPM domain; designs and implemenst AD network security for DPM staff; setsups, conigures and maintains Microsoft Distributed File (DFS) system for DPM staff; supports and maintains Alchemy database, the Kodak microfiche project & DPM background check hardware/software; analyzes existing departmental resources to determine, recommends

computer systems and peripherial equipment, or modification; investigates user problems; identifies their source; determines possible solutions, tests and implements solutions; coordinates system and local area network changes with users and other appropriate Navajo Nation Information technology technical personnel; performs diagnostic and problem resolution with network support staff; establishes and performs maintenance programs, following tribal and vendor standards; designs, implements & maintains a disaster recovery plan involving backup & restoration mechanisms; conducts special studies and investigations and prepares reports & correspondence, as assigned; maintains inventory of computer and peripheral equipment supplies and ordering when necessary; performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Computer Science or a related field; and

Experience:

one (1) year of experience in LAN/WAN system configuration, troubleshooting, planning, design and implementation and firewall and remote systems; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; knowledge of network devices such as routers, hubs and switches; knowledge of LAN/WAN, internet/intrnet, e-mail systems and data communications computer operating systems. Skill in maintaining data networks and servers; skill in providing technical support to users; skill in implementing LAN/WAN maintenance and management procedures; skill in explaining technical concepts in non-technical terms to clients and staff in establishing and maintaing effectivve working relationships. Ability to troubleshoot and solve a wide variety of computer network problems; ability to adapt to changes in technology; ability to respond to computer user needs in a positive and professional manner.

License/Certification Requirements:

Must possess a valid state driver's license; and within 90 days of employment must obtain a valid Navajo Nation Vehicle Operator's Permit and work requires continued use of computers and peripherals, lifting and carrying computer hardwar weighing up to 50 lbs, climbing, bending and stooping in the installation or troubleshooting of computer hardward and network systems.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***