

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

REQUISITION NO: DNR0125025

Date Posted: 12/27/11

POSITION NO: 159881

Closing Date: OUF

CLASS CODE: 1871

POSITION TITLE: Senior Information Systems Technician

DEPARTMENT NAME: DNR/Minerals Department

DEPARTMENT NO: 12 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S61A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 33,779.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.24 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs complex duties in support of computer systems, hardware, software, peripheral printers and related equipment, troubleshoots and diagnoses equipment problems to ensure functional operation' participates in the planning, implementation and installation of new computer units and peripherals; Installs and maintains servers on local area networks (LAN); performs diagnostic and problem resolution with network support staff participates in formulation of integrated support plans for multiple local area networks. Provides technical assistance to department staff in testing and configuring hardware, software application and programs; determines communication need for new equipment installations. Participates in the planning, implementation and installation of new computer units. Prepares reports as required; attends and participates in department meetings; stays abreast of new trends and innovations in the field of information technology microcomputer systems support and network issues. Enters and maintains of Oil & Gas operation reports in the Access Program.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Computer Science or related field. *(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates, etc.)*

**Experience:**

Four (4) years of Information systems hardware and software installation and maintenance experience some computer programming, network services, systems support or production support; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Must be able to use personal computer, software and have data entry knowledge, have effective communication skills.

**License/Certification Requirements:**

Applicant must possess a valid state drivers license and obtain a NN Operators Permit within 90 days of employment.

**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*

