

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

REQUISITION NO:           **DSS0567641**          

Date Posted:           **03/25/13**          

POSITION NO:           932382          

Closing Date:           **04/05/13**          

CLASS CODE:           1870          

POSITION TITLE:   **Principal Information Systems Technician**  

DEPARTMENT NAME:   **DIVISION OF SOCIAL SERVICES - MIS Section**  

DEPARTMENT NO:           56           WORKSITE LOCATION:   **Window Rock, Arizona**  

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE:           **S62A**          

Days:           **MON. - FRI.**          

Permanent:

SALARY: \_\_\_\_\_

Hours:           **8 AM - 5 PM**          

Temporary:

Duration: \_\_\_\_\_ \$           **36,878.40**           Per Annum

Part-Time:

No. of Hrs/Wk:           **40**           \$           **17.73**           Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs journeyman level work involving advanced technical assistance and support to system users in the installation, maintenance and upkeep of hardware and software. Assists in determining microcomputer hardware/software system requirements, specifications and coordinates support for multiple local/wide area networks and computer systems. Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems hardware, software, peripheral printers and related equipment. Troubleshoots and diagnoses equipment problems. Maintains and administers user accounts. Installs, tests and configures hardware/software on computers and network servers. Maintains file servers. Monitors program systems using a variety of languages; determines communication/network needs for new equipment installation. Connects users to network and installs network applications. Develops acquisition and implementation plans for introduction of network services or automation of system support functions. Prepares reports, attends meetings as required. Keeps abreast of new trends, innovations in the field of information technology.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Associates Degree in Computer Science or related field; and

**Experience:**

And six (6) years of information systems hardware/software installation/maintenance experience, 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.

**In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.**

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and practices of computer science/information systems; microcomputer systems hardware/software troubleshooting. Knowledge of operational characteristics of microcomputer systems/local and wide area networks. Knowledge of personal computer hardware and software components. Knowledge of modern office procedures, methods and equipment including computers, supporting word-processing and spreadsheet applications. Knowledge of basic mathematics. Knowledge of data processing and computer systems terminology.

**License/Certification Requirements:**

Must possess a Valid State Driver's license and ability to obtain a NN Operator's permit within 90 days of employment. **Background check and relevancy assessment required prior to 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*