

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00411715

DATE POSTED: 03/28/16

POSITION NO: 241728

CLOSING DATE: 04/08/16

POSITION TITLE: Network Specialist

DEPARTMENT NAME / WORKSITE: Navajo Gaming Regulatory Office, Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AC64A

WORK HOURS: 8A-5P; on-call PART TIME: NO. OF HRS./WK.: _____ \$ 46,238.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 22.23 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under direction, performs work of moderate difficulty in managing and maintaining the computer network and servers; troubleshoots computer and network problems and ensures the network is available when needed; advises others on network and computer problems; Configures, installs and monitors local area network (LAN), wide are network (WAN); ensures back-up of systems; configures and maintains routers, switches and enables virtual local area network (VLAN) and various network services; tests and implements new network services; tests, recommends and implements new network services; develops and maintains documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and makes necessary adjustments for optimal performance; researches and makes changes to network for improvements; analyzes user needs and develops recommendations, manages network accounts; monitors logs; maintains and troubleshoots network printer and file services; prepares and maintains current network and server configuration and procedure documentation. Provide technical assistance when required. Performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Information Technology, Computer Science or related field; and two (2) years of system configuration, design, implementation and troubleshooting and firewall and remote systems.

Preferred Qualifications:

- A Bachelor's degree in Computer Information Technology, Computer Science or related field.
- Two (2) years systems administration experience on Microsoft Windows servers.
- Voice over IP (VoIP) training.
- Network Certification from Cisco or related fields.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must be able to obtain a gaming license from the Navajo Gaming Regulatory Office and certification from the State of Arizona.
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

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 local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data communications, and computer operating systems; skill in providing technical support to users; ability to troubleshoot and solve a wide variety of computer network problems; ability to respond to computer user needs in a positive and professional manner.

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