THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS03910150**	DATE POSTED:	**05/18/15**
POSITION NO:	**941458**	CLOSING DATE:	**06/02/15**
POSITION TITLE:	**Senior Information Systems Technician**		
DEPARTMENT NAME / WORKSITE:	**Department for Self Reliance - Gallup, NM**		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AC61A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 35,838.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 17.23	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Assists in configuration, maintenance, and administration of SQL server databases used by Department for Self Reliance (DSR) staff. Analyzes malfunctions of these systems and provides solutions that minimize downtime. Assists in designing, programming, testing, & the implementation of changes and creation of new applications used by DSR staff. This includes modifying TAS, payment and Federal Reporting software and their databases for added functionality, back-end processing, new data elements, and changes in policy. Maintains documentation for each modification or system. Integrates existing software with external programs or vendor supplied software. Assists in providing user administration for web-based application (TAS, payment, and Federal Reporting Database) including caseworker transfers, user management, management of monthly payment process, & coordination among various Navajo Nation departments. Submits federal reports for testing and approval to Federal DHHS staff.

Provides end user application support for all nine (9) DSR offices. Assists in gathering and analyzing user requirements and working with users in developing and implementing these changes. This also includes serving as a project leader to ensure that changes are implemented and monitored. Assists in the creation of user manuals, system flow diagrams, and documentation. Assists in configuration, maintenance of servers that provide essential services to DSR customers and employees (including e-mail, DNS, web, database servers). Provides solutions for any problem that affect these servers. Assists to coordinate with administration and provide recommendations for new software or hardware to enhance current DSR systems.

Required to keep current with latest technologies by attending advanced training courses, and researching latest technologies that may benefit the department. Provide local office support at work site (troubleshooting hardware and software, updates). Provides technical support for DSR staff on troubleshooting, software applications, code changes, and server configurations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Associate's degree in Computer Science or related field; and four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support.

Preferred Qualifications:

- Bachelor's degree in Computer Science or related field.
- Microsoft Certified Training.
- Experience in computer programming.
- Possess a valid state driver's license.

Special Requirements:

- A favorable background investigation.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: data processing and computer systems technology; microcomputer hardware and software terminology; basic principles and practices of microcomputer hardware/software operations; basic methods & techniques of determining microcomputer hardware/software problems; methods and techniques of setting up computer production jobs; personal computer hardware and software components; modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications; principles and procedures of record keeping; basic mathematical principles; operational characteristics of various computer hardware and software applications; methods & techniques used in trouble shooting various computer application, hardware and software problems; pertinent Federal, State, and local codes, laws, and regulations. Knowledge of Microsoft Windows operating systems, Microsoft SQL server, Microsoft active directory, and network protocols and hardware. SKILL IN: installing, maintaining, operating and troubleshooting microcomputer systems hardware & software problems; troubleshooting & analyzing microcomputer hardware & software problems; troubleshooting network problems.

<<A favorable background investigation is required>>

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