

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04310233 DATE POSTED: 06/08/15
POSITION NO: 243418 CLOSING DATE: 06/19/15
POSITION TITLE: Senior Information Systems Technician (S)

DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging/Fort Defiance, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC61A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>35,838.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>17.23</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under general supervision performs work relating to computer software and hardware. Provides technical assistance to 81 Senior Centers and six Navajo Area Agency on Aging Administrative offices. Responsible for ensuring the hardware is updated, installs hardware, the data collection system is appropriate, repairs are completed and performs monitoring of the use of the computers. Performs some programming of software such as accounting and data packages. Provides training for staff on the computer operation and on new developments. Works with other network providers, submits reports, prepares and submits budget requirements.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An 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:

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

Special Requirements:

- Possess a valid state driver's license.

(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 packages, knowledge of computer hardware and software, ability to determine and solve problems with computer hardware, skill in installing hardware and software packages with printers, fax, scanners and other systems.

<<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.