THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR09410353	DATE POSTED:	06/22/15
POSITION NO:	941533	CLOSING DATE:	07/06/15
POSITION TITLE:	Network Specialist		
DEPARTMENT NAME / WORKSITE:	DNR / Navajo AML Reclamation / UMTRA Department / Window Rock, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AC64A
WORK HOURS:	8am to 5pm	PART TIME:	☐	NO. OF HRS./WK.:		$ 46,238.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 22.23	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Manage and administer the daily operation of the Navajo AML Reclamation/UMTRA LANWAN and all related hardware/software matters for the three offices in Window Rock, Shiprock and Tuba City. Coordinate and supervise department computer operations, provide technical support, installation, backups, and security. Keep abreast the latest technology to successfully operate the services thru OSM and maintain coordination efforts. Maintain all necessary security measures and access to network. Provide troubleshooting assistance as needed for network and hardware. Establish networking communication with OSM, DNR, Navajo Nation Departments, and vendors.

Administer and enforce network protocol's & procedures and maintain warranty/maintenance schedules. Provide recommendations on technological developments for hardware, software and analytical equipment purchases and budgeting as required. Maintain an up-to-date inventory on all software, hardware, and peripherals. Maintain the development of department website, coordinating with key staff on monthly updates. Provide hands-on guidance and orientation regarding the latest developments in computer technology. Perform duties associated with computer orientations. Provide information for monthly and quarterly reports as required.

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:

- Posses 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 in troubleshooting; hardware and peripheral installation.

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