

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0033812

Date Posted: 07/05/11

POSITION NO: 241058

Closing Date: 07/18/11

CLASS CODE: 1848

POSITION TITLE: Network Specialist

DEPARTMENT NAME: Legislative Branch/Office of the Speaker

DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S64A

Days: 5

Permanent:

SALARY:

Hours: 8

Temporary:

Duration: _____ \$ 43,576.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 20.95 Per Hour

DUTIES AND RESPONSIBILITIES:

Technical support to the Legislative Finance Office and the Office of the Speaker. This includes technical assistance with FMIS connectivity problems, remote and wireless access to the Legislative network and assistance with applications such as Microsoft Office and FMIS. Coordinates the maintenance of the Legislative Finance Office databases and Citrix Presentation and Citrix XenApp servers. Maintenance and troubleshooting of various databases and FMIS issues. Involved in the purchase, configuration, installation and testing of network hardware and software. Aids in the planning, development and implementation of policies and procedures as it relates to information technology in the legislative branch. Ensures continuous network availability and monitors network performance. Identifies and develops performance standards for the legislative branch network. Maintenance of various applications, databases and utilities. Researches and recommends the purchase of hardware and software. Aids in the installation and maintenance of hardware and software. Regular contact with vendors to obtain product information and price quotes.

Attends meetings in the absence of the Computer Operations Manager and the Network Manager and provides reports on the meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Computer Science or related field; and

Experience:

one (1) year of experience in LAN/WAN system configuration, troubleshooting, planning, design and implementation and firewall and remote systems; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

State and tribal drivers license, Microsoft Office knowledge, database principles. Experience with Citrix Presentation and Citrix XenApp Server software, Functional User Level access to the Navajo Nation FMIS system. Knowledge of Citrix Presentation Server, Citrix XenApp 5.0 server and Windows 2000 Server, Windows Server 2003 (3 years) and Windows Server 2008, Windows XP, Windows Vista and Windows 7

License/Certification Requirements:

Must possess a valid state driver's license; and within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

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