

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04410595</u>	DATE POSTED: <u>08/10/15</u>	
POSITION NO: <u>240983</u>	CLOSING DATE: <u>08/24/15</u>	
POSITION TITLE: <u>Education Data Network Specialist</u>		
DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Diné School Improvement, Window Rock, AZ</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB65A</u>
WORK HOURS: <u>8:00 a.m.-5:00 p.m.</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>44,054.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>21.18</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of considerable difficulty in establishing and maintaining a Navajo Education Information System (NEIS) SQL server and related databases. Store, transmit and track academic performance of enrolled Navajo students in all school systems serving the Navajo Nation utilizing SQL. Plans, develops the Department of Dine' Education computer network infrastructure. Responsible for installing, configuring and maintaining operating system, workstations, and servers, including web server, in support of business processing requirements. Performs software installations and upgrades and maintains them in accordance with established IT policies and procedures. Schedules installations and upgrades, performs testing of software products, monitors and tunes the system environment to achieve optimum performance levels, ensures, workstations/server data integrity by evaluating, implementing and managing appropriate software and hardware solutions, ensures data/media recoverability by implementing a schedule of system backups and database archive operations, develops and maintains a comprehensive operating system, hardware and software configuration, creating a database/library of all supporting documentation, oversees the computer network connectivity with other educational entities plans connectivity infrastructure with schools for periodic reporting of data, sharing of data, reporting and accessing information, conducts management and coordination of NNDODE program computer network initiatives. Provides professional development training to staff and other interested parties (school IT personnel, teachers, board members and other interested parties).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Computer Science or a closely related field; and two (2) years progressive experience in data management and network systems.

Preferred Qualifications:

- Job related experience within specialized field.
- Data Network Specialist training.

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 principals, practices and techniques of computers, network and network equipment , knowledge of current technology products utilized in network management, knowledge of local and wide area networks LAN/WAN, internet/intranet and data communications, computer operating systems, software packages and software utilities. Must have experience and extensive knowledge in various applications of SQL (i.e., MYSQL, POSTGRES, Microsoft SQL).

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