

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH0757026
POSITION NO: 944942
CLASS CODE: 1871

Date Posted: 09/10/12
Closing Date: 09/21/12

POSITION TITLE: Senior Information Systems Technician
DEPARTMENT NAME: Navajo WIC Nutrition Program
DEPARTMENT NO: 75 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S61A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: SALARY:
Part-Time: No. of Hrs/Wk: 40 \$ 33,779.20 Per Annum
\$ 16.24 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direction of the Senior Programmer Analyst, responsible to provide end user technical support not limited to networking systems on office automation software; operating systems; training on accessing external resources. Provides technical support to field clinics troubleshooting/diagnoses equipment problem, upgrading and installation of hardware peripherals, i.e., computer systems, printers, monitors, keyboards, including networks peripherals, i.e., network cards/printers, cabling, hubs concentrators and repeaters. Includes providing on-going preventive maintenance on equipment and ensuring proper functional operation. Assist in research, testing and configures new software/hardware applications and programs. Assist in obtaining price quotes, system requirements for computer purchases and upgrades. Assists in providing orientations and user trainings on system to the WIC staff regarding the workshops and training as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Computer Science or related field; and

Experience:

four (4) years of information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Must be knowledgeable of data processing & computer systems terminology, microcomputer hardware/software terminology, basic principles & practices of microcomputer hardware/software operation, etc.. Bilingual in Navajo and English. Demonstrate leadership, initiative, and ability to work with little or no supervision. Work requires climbing, lifting, carrying, and moving computer equipment and peripherals weighing up to 50 lbs. with potential exposure to dirt, heat and humidity when installing computer cabling in ceilings or crawl spaces.

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