THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392504** | Date Posted: **10/11/10**

POSITION NO: **240158** | Closing Date: **10/22/10**

CLASS CODE: **1841**

POSITION TITLE: **SYSTEMS & PROGRAMMING MANAGER**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: **40**

GRADE: **N690A**

SALARY:
$ **56,264.00** Per Annum
$ **27.05** Per Hour

DUTIES AND RESPONSIBILITIES:

Management & Supervision of Navajo Nation Program for Self Reliance (NNPSR) Information Technology (IT) Staff: Manage the engineering and operational support of all NNPSR WAN, LAN, Firewall/VPN; evaluates, recommends, and maintains adequate IT staffing pattern to accomplish IT activities; directs and manages daily in-house server, host systems, and the overall maintenance of system problems and recommends solutions; supervision of systems performance using diagnostics and server management software and the installation of systems software/hardware; recommends and supervises the appropriate solutions to implement security policy, IT risk assessments, and performs network vulnerability assessments; evaluates and ensures the reliability & integrity of overall network and server system to ensure no unplanned down time and that all systems and network configurations are backed up and secure; develops, revises, and implements major systems development & complex data integration formats for NNPSR programs; designs & reviews all major system components such as forms, reports, screen formats, files & databases, and any changes to the network protection services; develops and implements policies & procedures for management and security of NNPSR and to recognize notification of potential virus & alerts; oversees NNPSR security audits of RAS, VPN, Firewalls, Proxy's, IDS/IPS, servers, remote access, control anti-virus protection, PKI certificate management; enforces FAESS funding source and other NNPSR IT guidelines and provides training on the security & operation of Network Protection System; consults with NNPSR management & program users regarding deficiencies and enhancement of computer & network systems; participates in development of IT budget and is responsible to monitor all expenditures of hardware/software and related IT accessories.

Direction & Leadership: Plans, assigns, & supervises work of IT staff on daily basis; directs & advises staff of information system methodologies & alternative solutions; leads group meetings in areas of computing & information technology management; evaluates staff performance.

Professional Staff Development: Supervises training on the basic and advance operations of network to technical staff and users; supervises technology training (basic computer operation) for office personnel; keeps informed of current technology, trends, research techniques and shares this with NNPSR staff; attends at conferences, workshops, and seminars locally and nationally in management information field.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Computer Science, Computer Information Systems, or closely related field

Experience:

Four (4) years of progressively responsible experience in system and programming including two (2) year of systems development and two (2) years of responsible supervisory experience; 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 transcript, certificate, diploma, etc).

Special Knowledge, Skills and Abilities:

Working knowledge of Windows 2003 and 2008 servers, Microsoft Exchange 2003 and 2007 servers; Programming/Administration of Cisco 7200 and 2800 series routers; Layer 3 of Cisco Catalyst 3700 and 4500 series switches.

KNOWLEDGE OF: system analysis and design procedures and techniques; project management methodologies; theory and practices of management as applied to government agencies with special emphasis on organizational analysis, procedure analysis, and records management; programming languages, information system audit controls; and information system security controls.

SKILL IN: planning and implementing computer systems, services, and program for governmental entities; utilizing written and verbal communication in the development and presentation of reports, strategic plans, budgets, and computer instruction; prioritizing, scheduling, assigning, reviewing, and evaluating work; communicating technical concepts to users in understandable language; project management, prioritizing, and assigning workload; identifying and defining user requirements and conceptualizing workable systems to meet those needs; feasibility study and cost/benefit analysis methodologies; managing large data processing system; coordinating and implementing training of staff; and preparing long range information system plans.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment.

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