

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>EPA01510868</u>	DATE POSTED: <u>10/12/15</u>	
POSITION NO: <u>241518</u>	CLOSING DATE: <u>OUF</u>	
Information Systems Technician		
DEPARTMENT NAME / WORKSITE: <u>EPA/SURFACE & GROUNDWATER DEPT/PUBLIC WATER SYS SUPV PROGRAM, WINDOW ROCK, AZ</u>		
WORK DAYS: <u>MONDAY - FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB60A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>28,600.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>13.75</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Manager of the Public Water Systems Supervision (PWSS) Program, carries out work assignments of moderate difficulty involving; installation, testing, conjuration, operation and maintenance of computer hardware, software, operating systems, e-mail and networking systems, database and other information systems; and providing help desk support to the program staff. Creates and maintains various databases as needed to manage data generated by various activities under the PWSS Program, i.e., design review/engineering. GIS, pollution prevention, source water protection, water quality data, and enforcement. Manages the Direct Implementation Management Environment or DIME database that houses all water quality data. Generated report for compliance and reporting purposes. Ensures electronic reporting to U.S. EPA-HQ on a quarterly basis through the official Navajo Nation network Node. Establishes and maintains the node for data management and data transmission as needed. Troubleshoots, diagnoses and resolves equipment and software problems. Attends database management training, conferences, meetings and other activities to develop capability in electronic reporting, data management and data security. Assists in the procurement purchases of computer hardware/software. Stays abreast with new trends and innovations in the field of Information Technology. Maintains inventory of equipment and supplies. Assists Program Manager to establish policy relating to electronic reporting.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; with two (2) years of experience in information systems hardware/software installation, testing, operation and maintenance, networking services, systems support or production support.

Preferred Qualifications:

- A Bachelor's degree in Computer Science, Information Tech Systems or related field.
- Experience in constructing multiple database programs.
- Knowledge of computer hardware. Software, networking, database, network node software, and GIS; skill in software such as MS Word, WordPerfect, ACCESS database, Excel, computer programming, and SQL.

Special Requirements:

- Must 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:

Within six (6) months of employment, candidate must receive training and certification in Confined Space. Ability to communicate effectively, writing reports, making database query and generating reports. Training in database management and environmental information data flows using a network node.

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