THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70110960**	DATE POSTED:	**11/02/15**
POSITION NO:	**242909**	CLOSING DATE:	**11/16/15**
POSITION TITLE:	**Senior Network Specialist**		
DEPARTMENT NAME / WORKSITE:	**DOE/Navajo Head Start - Central Administration - Window Rock, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AE65A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐	NO. OF HRS./WK.:	$ **52,852.80**	PER ANNUM
		SEASONAL:	☑	DURATION :	$ **25.41**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Configures, installs and monitors local area network (LAN), wide area network (WAN), metropolitan area network (MAN) and wireless network servers; configures and maintains routers, switches and enable virtual local area network (VLAN), internet authentication and proxy servers, security appliances/firewalls/virtual private networks (VPN), department surveillance system software and hardware, storage area networks and various network services; tests, recommends and implements new network services; develops and maintain documentation for network configurations; troubleshoots and repairs network server problems; sets up new equipment; maintains network equipment; monitors system performance and makes necessary adjustments for optimal performance; researches, recommends and makes changes to network for improvements; analyzes user needs and develops recommendations.

Coordinates and manages network accounts including user and e-mail accounts; sets up and performs back up procedures; monitors logs; maintains, monitors and troubleshoots network printer and file services; prepares and maintains current network and server configuration and procedure documentation; researches solutions to campus network and serves performance; reviews network design; determines resources needed; installs and integrates network software; evaluates and analyzes technology products and recommends appropriate implementation to programs for use; collaborates with others on a variety of technology and technology support projects and problems; maintains a high degree of technical knowledge and expertise in network technology through research, personal use and training; maintains technical knowledge in current network equipment such as routers, switches, hubs, wiring and network cards; provides assistance to desktop section for various client server problems as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Information Technology, Computer Science or related field; and four (4) years of responsible experience working with Windows servers, desktop systems, Voice over IP, system configuration, design, implementation and troubleshooting and firewall and remote systems, two (2) years of which must have been in a supervisory or project lead capacity.

Preferred Qualifications:

- A Bachelor's degree in Computer Science or related field.
- Three (3) years of supervisory or lead systems administration experience on Microsoft Window servers, desktop system, Linux operating system and firewalls.
- Voice over IP (VoLP), Active Directory or SQL database Training.
- A+ Certification, Microsoft MCSE, Cisco CCNA or VMWare Certified.

Special Requirements:

- A favorable background check.
- 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 the principles, practices and techniques of computers, network and network equipment; knowledge of current technology products utilized in network management; knowledge of network devices such as routers, switches and VLANs; knowledge of computer network design, installation, configuration, troubleshooting, repair and maintenance procedures and practices; knowledge of local and wide area networks (LAN/WAN), internet/intranet, e-mail systems and data maintenance and storage for local and distributed environments. Skill in planning, designing and maintaining data networks and servers; ability to analyze technical problems and recommend appropriate solutions.

Incumbent must abide by program standards of conduct.

<<A favorable background investigation is required>>

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