THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DGS01810993	DATE POSTED:	11/09/15
POSITION NO:	159899	CLOSING DATE:	11/23/15
POSITION TITLE:	Principal Information Systems Technician		
DEPARTMENT NAME / WORKSITE:	DGS/Department of Information Technology/ Window Rock AZ		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AC62A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 39,124.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 18.81	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs a variety of highly complex duties in support of microcomputer, network and telecommunications systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; performs or arranges for repair; provides support to local and wide area networks; maintains and administers users accounts; installs, tests and configures hardware and software on personal computers and network servers; maintains file servers; monitors and troubleshoots network performance problems; coordinates maintenance and repair with information systems and vendor staff; confers with and assist end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and software solutions. Monitors program systems using a variety of languages; determines communication/network needs for new equipment installation; installs, configures and troubleshoots hardware and software applications and equipment related to local or wide area networks; connects users to network and installs network applications; troubleshoots telecommunications equipment problems to ensure functional operation; develops acquisition and implementation plans for introduction of network services or automation of system support functions; prepares reports as required; attends and participates in meetings, keeps abreast of new trends and innovations in the field of information technology; coordinates user training on systems and software; trains user on microcomputer operation and functionality.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates' degree in Computer Science or related field; and six (6) years of Information systems hardware and software installation and maintenance experience, computer programming, network services, systems support or production support.

Preferred Qualifications:

- A Bachelor's degree in Computer Science or related field.
- Microsoft Certified Training.
- Possess a valid state driver's license.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's permit within 90 days of date of hire.

(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 principal and practices of computer science and information systems. Knowledge of the principals and practices of microcomputer systems hardware and software troubleshooting. Knowledge of operational characteristics of microcomputer systems. Knowledge of operational characteristics of local and wide area networks. Knowledge of basic methods and techniques of determining microcomputer hardware and software problems. Knowledge of personal computer hardware and software components and supporting work processing and spreadsheet applications. Knowledge of basic mathematical principals. Knowledge of operational characteristics of various computer hardware and software applications. Knowledge of methods and techniques used in trouble shooting various computer application, hardware and software problems. Knowledge of data processing and computer systems terminology. Knowledge of microcomputer hardware and software terminology. Knowledge of pertinent Federal, State and local codes, laws and regulations. Skill in installing, maintaining, operating and troubleshooting microcomputer systems hardware and software problems. Skill in troubleshooting and analyzing microcomputer hardware and software problems. Skill in monitoring and troubleshooting network problems. Work requires continuous use of computer and peripherals, lifting and carrying computer supplies weighing up to 40 pounds.

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