

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: EPA0157241 Date Posted: 11/19/12
POSITION NO: 240923 Closing Date: 12/04/12
CLASS CODE: 1871
POSITION TITLE: SENIOR INFORMATION SYSTEMS TECHNICIAN
DEPARTMENT NAME: Air & Toxics - Air Quality Control/Operating Permit Program
DEPARTMENT NO: 15 WORKSITE LOCATION: Fort Defiance, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S61A
Days: Mon - Fri Permanent: SALARY:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ 33,779.20 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 16.24 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform a variety of complex duties in support of microcomputer systems hardware, software, peripheral printers and related equipment; troubleshoots and diagnoses equipment problems to ensure functional operation; participates in the planning, implementation and installation of desktop computer units and/or peripherals; confers with and assists end users and information systems staff in the evaluation, selection, acquisition and implementation of computer hardware and/or software solutions; installs and maintains servers on local area networks; performs network device configurations, workstation set ups and assigns nodes or network address definitions; installs and monitors performance of servers on local area networks; coordinates system and LAN changes with users; performs diagnostic and problem resolution with network support staff; participates in formulation of integrated support plans for multiple local area networks. Provides technical assistance to information systems staff; installs, tests and configures hardware and software applications and programs; determines communication needs for equipment installation; participates in planning, implementation and installation of computer units.

Coordinates major equipment repairs conducts user training on systems and software; trains users on microcomputer systems support and network issues; writes technical documentation and user manuals; participates in systems recovery and emergency assistance; may supervise lower level technicians or other assigned workers.

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/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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Special Knowledge, Skills and Abilities:

Knowledge of data processing and computer systems terminology, microcomputer hardware and software terminology, methods and techniques of setting up computer production jobs, word processing and spreadsheet applications, operational characteristics of various computer hardware and software applications, principles and procedures of record keeping.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, **preferred**.

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