NAVAJO HOUSING AUTHORITY

JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Information Technology Department – Window Rock, AZ
SALARY : $26.1329 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the third of four levels in the Information Technology Series. Incumbents perform professional IT duties in support of one or more areas. Programming - Specific responsibilities could include conducting user needs assessments and developing programming solutions; producing customized reports; providing technical support; and preparing monthly activity reports. Administrator - Specific responsibilities could include analyzing, designing, and implementing database solutions; developing and designing enterprise systems; monitoring system accessibility and storage; maintaining permissions, and providing high-level support to system users. Web - Specific responsibilities could include updating web pages and related content, and developing new web pages in accordance with user requirements. Project - Specific responsibilities could include planning and coordinating hardware and software projects; overseeing the design and evaluation of IT services; researching system solutions; and analyzing database integrity. The Information Technology Analyst is distinguished from the Information Technology Specialist in that it performs professional-level duties requiring the application of complex analysis and problem-solving skills.

Responsibilities:

- Plans and implements the analysis of specific business problems and related technological solutions; defines requirements for creative, logical, and effective solutions; confers with applicable internal faculty and/or staff to determine feasibility of recommendations.
- Provides technical direction and support in information modeling concepts, data access, and reporting tools, which includes: designing and implementing in-house software applications; coordinating the extraction and transformation of data; identifying and interpreting technical information to develop data solutions; researching, analyzing, recommending, and implementing technological solutions.
- Conducts systems analyses and design studies; prepares concept and design specifications; programs, tests, and debugs applications and/or other technological systems.
- Prepares and reviews a variety of correspondence, reports, work orders, and/or related documents.
- Provides complex support and on-going troubleshooting assistance regarding complex information technology and/or hardware, software, and/or other related items; develops solutions to problems.
- Performs other duties of a similar nature or level.

Required Skills:

- Analyzing processes, information, and data;
- Evaluating hardware and software applications;
- Installing, configuring and troubleshooting technological platforms, systems, databases, and/or software;
- Identifying, researching, troubleshooting, and resolving complex technical issues;
- Communicating technical information to a non-technical audience;
- Documenting procedures and preparing reports;
- Providing Customer Service;
- Maintaining operational records;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- Bachelor's degree in computer science, management information systems, or related field or an Equivalency; and three years of experience related to area of assignment.

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort

01/02/2024

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Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

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