



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

TITLE: Network Administrator II (Provisional Appointment*)

SALARY: \$37,956 - \$48,615 annually

LOCATION: Monroe County Sheriff's Office

JOB SUMMARY:

Position would administer servers, printers, and support all Monroe County Sheriff Office users; configures, tests, trains, and supports all the Monroe County Sheriff Office computer hardware and software; installs and support all software applications including department specific applications such as MoRIS and I/LEADS; troubleshoots and takes corrective actions of computer and data communications hardware and software network problems; performs Help Desk functions for all hardware and software, including County-owned systems at Public Safety agencies; researches and evaluates new hardware and software products as they relate to the Monroe County Sheriff's Office; works with County departments and Public Safety agencies for all support issues and interfaces with MoRIS and I/LEADS application; assists vendors, City of Rochester IT staff and contractors for hardware and software support as it relates to Sheriff's Office applications and interconnectivity; responsible for maintaining and updating Monroe County Sheriff's Office Intranet; liaisons with Monroe County IS staff to ensure compliance with County standards. The employee reports directly to and works under the general supervision of the Commander of Staff Services. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an information technology related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in an information technology related field, plus two (2) years paid full-time or its part-time equivalent experience responsible for the operation, installation, or maintenance/repair of a computer network server or network operating system; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

The following factors will be considered: Attendance record and work performance.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State, or otherwise demonstrates the ability to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, background investigation, and medical exam.

Send Civil Service Application to: Monroe County Department of Human Resources
39 West Main Street, Room 210
Rochester, NY 14614

Posting Deadline: May 25, 2010

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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