



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: NETWORK ADMINISTRATOR I (Provisional* Appointment)

SALARY: \$47,572 - \$61,140 annually

DEPARTMENT: Monroe Community Hospital

JOB SUMMARY:

This is the highest technically advanced position responsible for ensuring the integrity of networks, servers, security, backup, and network connectivity for a computer network system or systems. Work involves the design, administration, management, configuration, implementation, and maintenance of all systems. In smaller installations, work is less specialized and encompasses a broader spectrum of duties that may involve providing customer support services. This classification differs from the lower, Network Administrator II, in that responsibilities are more far-reaching, such as supporting system networking services, and providing the highest level of technical support, such as for project teams, which holds a higher consequence of error. The employee reports directly to and works under the general supervision of an administrative staff member. 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 field, PLUS two (2) years paid full-time or its part-time equivalent experience responsible for the operation**, installation, or maintenance/repair, of computer network server or network operating system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in an information technology field, PLUS four (4) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE:

**Operation of a computer shall not include experience in the operation of word processing equipment, or a personal computer, micro-computer or any other self-contained unit.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

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

In order to perform the duties of this position, an applicant should possess or be able to:

- Direct and participate in the provisioning, installation/configuration, administration and support of all microcomputer and virtualized server hardware, network operating systems, system networking services, connectivity, desktop management, patch management, and antivirus protection
- Direct and participate in the provisioning, installation/configuration, administration and support of directory services and user account management, file services and data security
- Direct and participate in the provisioning, installation/configuration, administration and support of file backup and recovery strategies, print services, web filtering and reporting services, as well as email services
- Provide the high level technical advice, assistance and support to Help Desk operations, technical staff and project teams regarding all related server hardware and software, networking, directory, file, desktop, printing, and backup and recovery services, patch management, antivirus protection, web filtering, or email services concerns
- Provide the highest level of technical systems support when troubleshooting and resolving critical problems and outages
- Work directly with vendor support until a proper resolution is implemented
- Provide documentation and technical training to other staff
- Research and evaluate new products, maintain up-to-date knowledge for hardware, software and networking
- Provide emergency off-hours support.

NOTE: Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: December 11, 2014

Posting Deadline: December 22, 2014

*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) candidates on the examination list in order to be eligible for permanent appointment.