



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **NETWORK ADMINISTRATOR II**  
(Provisional\* Appointment)

**SALARY:**               \$46,183 – \$63,278 annually

**LOCATION:**             Monroe County Department of Information Services

**JOB SUMMARY:**

This is a technically advanced position responsible for maintaining and administering the day-to-day functions and on-going support of a computer network system or systems. Work involves installing, configuring, testing and supporting all systems including analyzing hardware and software problems. In smaller installations, work is less specialized and may encompass a broader spectrum of responsibilities. This classification differs from Network Administrator I in that technical support provided is less advanced, and project management and design responsibilities are not assigned. The employee reports directly to, and works under the general supervision of an administrative or senior level 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 related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree 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) Four (4) years paid full-time or its part-time equivalent experience described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*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:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

**SPECIAL REQUIREMENTS (continued):**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

**ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** September 8, 2023

**Posting Deadline:** Until filled

\*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.