



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta-Zury  
Director

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

**SALARY:**               \$56,839 - \$78,167 annually

**LOCATION:**             Monroe County Public Defender's Office

**JOB SUMMARY:**

This position in the Public Defender's Office, is the highest technically advanced network administrator 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 position differs from the lower level Network Administrator II by virtue of being more far-reaching when performing activities such as supporting system networking services, and providing the highest level of technical support in various areas such as supporting project teams all of which hold a higher consequence of error. Supervision may be exercised over subordinate personnel. The employee reports directly to the Public Defender. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year 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 plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR
- C) Five (5) years paid full-time or its part-time equivalent experience as described in (A) above: OR
- D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**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.

**ADDITIONAL INFORMATION:**

Effective April 2023 – December 2024, Monroe County will be providing full-time employees a quarterly \$1,000 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 and for at least four (4) months at the time of examination.

**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:** May 24, 2023

**Posting Deadline:** June 23, 2023

\*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.