



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: NETWORK ADMINISTRATOR III (Provisional* Appointment)

SALARY: \$37,423 - \$47,463 annually

LOCATION: Monroe County Department of Information Services

JOB SUMMARY:

This is a technical position responsible for assisting in installing, configuring, maintaining and managing a computer network system or systems. In smaller installations, work is less specialized and may encompass a broader spectrum of responsibilities. This classification differs from the higher in the series in that technical support provided is less advanced, security issues and testing new hardware and software responsibilities are not assigned and this position does not independently produce documentation for computer systems. The employee reports directly to and works under the general supervision of a senior 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 in an information technology related field, plus one (1) year 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a minimum of fifteen (15) semester credit hours in information technology, plus two (2) years paid full-time or its part-time equivalent experience** as described in (B) above; OR,
- (D) Three (3) years paid full-time or its part-time experience** as described in (B) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

**Where experience is lacking one (1) year (30 semester credit hours) towards a degree in an information technology related field may substitute for one (1) year of paid full-time or its part-time equivalent experience.

***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.

ADDITIONAL INFORMATION: Applicants qualifying under option (C) must submit a transcript of confirmation in support of satisfactory course completion.

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.

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: June 12, 2019

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.