



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam Bello  
County Executive

Andrea Guzzetta  
Director

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**TITLE:**                    **SAP BASIS ADMINISTRATOR (Provisional\* Appointment)**

**SALARY:**                \$61,909 - \$79,837 annually

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

**JOB SUMMARY:**

This is a senior technical position located in the Information Services Department and is responsible for the architect, design, validation, documentation and support of Monroe County government's SAP system. Duties involve developing and providing ongoing recommendations and best practices to customers from both technical and operational perspectives. Duties also involve troubleshooting escalated issues when other support staff is unsuccessful, patch management, upgrades, vendor management, interface maintenance among web frontend and graphical user interface (GUI) backend servers, and working with infrastructure staff. The employee reports directly to and works under the general supervision of the Project Manager-Information Technology or other higher level staff member. Trains and mentors staff. 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 Master's degree in a mathematics, computer science, or information technology field, plus two (2) years paid full-time or its part-time equivalent experience in SAP Basis administration\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree as defined in (A) above, plus four (4) years paid full-time or its part-time equivalent experience in SAP Basis administration\*\*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A), (B), or (C) above.

\*\*For the purpose of these minimum qualifications, administration is defined as planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.

**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.