

SENIOR NETWORK ADMINISTRATOR

Code No. 3-20-103
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This supervisory position is responsible for administering and managing the maintenance and operation of computer networks and infrastructure. Work involves analyzing hardware and software network problems, researching new products, and coordinating workshops. The employee oversees the daily operations of a department. Supervision is exercised over Network Administrators and other lower-level positions. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Manages Information Technology (IT) infrastructure and systems;

Designs, maintains, and evaluates core infrastructure components, including Local Area Network (LAN), (Wide Area Network) WAN, internet, intranet, wireless networks, and cybersecurity systems;

Manages and provides guidance to Network Administrators, Computer Operators, and other lower-level positions, assisting staff with advanced troubleshooting;

Oversee daily IT operations, ensuring timely resolution of service tickets, work orders, and user support issues;

Provides technical leadership to IT staff;

Develops and implements both short-term and long-term strategies for systems architecture, including planning for equipment upgrades, replacements, and emerging technologies;

Designs and implements short-term and long-term strategic plans to ensure network capacity meets existing and future requirements;

Assists in budget preparation and procurement;

Anticipates future needs, and oversees acquisition of hardware, software, and services;

Participates in Request for Proposals (RFP's), vendor negotiations, and contract management;

Collaborates with leadership to develop IT strategies;

Manages and coordinates vendor relationships;

Performs network asset management, including maintenance of network component inventory, life cycle management, and related documentation;

Monitors network and server performance, provides statistics and reports, identifies inefficiencies, and recommends enhancements to improve service delivery and operational efficiency;

Coordinates data backup, disaster recovery, and business continuity strategies to ensure system resilience;

Coordinates the planning, implementation, and monitoring of infrastructure security policy.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of micro-computer and product technology; thorough knowledge of logical operations of computers and data communication devices; good knowledge of data processing methodology and techniques including documentation of data security; good knowledge of network capacity; good knowledge of applicable vendor code programming languages; good knowledge of network communication equipment; working knowledge of computer operation and equipment usage; working knowledge of the operation of peripheral equipment; working knowledge of electronics as it pertains to the installation of user equipment; supervisory ability; ability to define and recommend micro-computer hardware and software; ability to establish and maintain effective professional relationships with others; ability to test network communication signals and identify problems; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation with a Bachelor's degree in Computer Science, Computer Technology, Data Processing, or Management Information Systems, or a closely related field, plus four (4) years paid full-time or its part-time equivalent experience responsible for the maintenance, configuration or installation of micro-computer hardware and software, OR maintenance/repair of a computer network server or network operating system; OR,
- (B) Graduation with an Associate's degree in one of the fields mentioned in (A) above, plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Eight (8) 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), (B), and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Monroe County Civil Service Commission

ADOPTED: June 4, 2026