NETWORK ADMINISTRATOR

Code No. 3-20-003
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical data processing position responsible for administering and participating in the maintenance and operation of computer networks. Work involves analyzing hardware and software network problems, researching new products, and coordinating workshops. The employee reports directly to, and works under the general supervision of, a higher-level staff member. Supervision may be exercised over subordinate personnel. 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.)

Administers personal computer networks and is part of the communications and connectivity team;

Analyzes and takes corrective action of computers and data communications hardware and software network problems;

Researches and evaluates new products;

Maintains current knowledge of new trends and technology for computer hardware, software, and networking;

Assists in data communication problem solving, operation, and design;

Coordinates and conducts computer workshops for users to provide up-to-date information and support;

Demonstrates and trains users in the operation and maintenance of computer hardware and software;

Configures department workstations and networks;

Ensures security and efficiency of computer systems;

Tests new computer hardware and software;

Consults with vendors, distributors, and users regarding the purchase of computer hardware, software, and networks.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of micro-computer and product technology; good knowledge of logical operations of computers and data communication devices; working knowledge of data processing methodology and techniques including documentation of data security; ability to define and recommend micro-computer hardware and software; ability to detect and resolve severe micro-computer breakdowns and problems; ability to develop and conduct workshops related to micro-computer operation and maintenance; ability to deduce problems logically; ability to configure work stations and networks; ability to establish and maintain effective working relationships; initiative; patience; dependability; 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, Management Information Systems, or a closely related field, plus two (2) 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 four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,

C) Six (6) 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.

SPECIAL REQUIREMENT: 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.

Monroe County Civil Service Commission
ADOPTED: September 9, 1993
REVISED: November 4, 1999
REVISED: October 1, 2026