

## NETWORK SPECIALIST

Code No: 3-20-007  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This position in the Department of Transportation is responsible for administering the department's computer network as well as for performing cost accounting duties. The employee reports directly to and works under the general supervision of a higher-level employee. 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 the department's computer network system;

Coordinates the connection between computer networks in the department and the main frame computer;

Maintains computer network supply inventory;

Acts as liaison between the department and Information Services regarding to the computer network;

Maintains computerized pavement marking inventory and billing;

Receives and audits labor and equipment charges from the towns;

Maintains "cost accounting report" for summer work projects;

Prepares bid packages for submission to the Purchasing Department;

Prepares and maintains project planning candidate list for construction season;

Prepares bi-weekly salary projection reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of computer operation and equipment usage related to networking; good knowledge of the operation of peripheral equipment; good knowledge of the principles, procedures and terminology of general and government accounting; skill in identifying network communication problems; ability to prepare and analyze financial and statistical records, reports and statements; ability to utilize an automated accounting system, perform data entry and utilize PC equipment; ability to maintain records and keep an inventory of equipment; ability to establish and maintain effective professional relationships; ability to communicate effectively; initiative; accuracy; integrity; 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 from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Finance or Business Administration, plus two (2) years paid full-time or its part-time equivalent experience in the installation or

maintenance/repair of a computer network or computer; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, Finance, or Business Administration, plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Any combination of training and experience as described by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** January 19, 1995