

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.com

Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY SYSTEMS ADMINISTRATOR

**Date of Issue: 12/23/21.** This position is responsible for the effective installation, configuration, operation, and maintenance of systems hardware, software, and related infrastructure. The Systems Administrator functions as a lead worker including responsibility for training, instruction, and setting the work pace. The work is performed under the supervision of the Chief Information Officer or the Deputy Director of Information Technology and Communications Services (ITCS) in accordance with county computer systems policy. Does related work as required.

The title of Systems Administrator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2022.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

- Status:** Provisional
- Work Hours:** Full time, days; 35-hour work week
- Salary:** \$54,937 – 64,937 (2022 Non-union base); benefit package available including: health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
- Location:** Tioga County Department of Information Technology & Communication Services

### MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree or higher in computer science, management information systems, information resource management, computer engineering, or related field, and two (2) years' experience\* with implementing and managing servers, mid-range systems, and network appliances;  
**OR**
- b. Graduation from a regionally accredited or NYS registered two year college or university with an Associate Degree in Computer Science, Information Systems or related field and four (4) years' experience\* with implementing and managing servers, mid-range systems and network appliances;  
**OR**
- c. Graduation from high school or possession of an equivalency diploma and eight (8) years' experience\* with implementing and managing servers, mid-range systems and network applications;  
**OR**
- d. An equivalent combination of training and experience as defined in (a), (b) and (c) above.

\* Due to the radical evolution of technology in this field, qualifying experience must have been gained within eight years from the date of application for employment or examination.

### The following is a list of activities for specific preferred technology experience:

Administering Windows Server including install/configure OS, patch management and general maintenance;  
Administering Storage Area Network (SAN) systems and VMware clusters;  
Windows Server Active Directory administration (user, computer, printer administration);  
Microsoft Exchange Server/Client setup/upgrade and troubleshooting;  
Ability to support Microsoft Office Suite (Microsoft / Office 365 experience preferred);  
Server/Desktop hardware setup and support – Windows 10 Enterprise

**APPLY ONLINE:** <https://www.tiogacountyny.com/departments/personnel-civil-service/>

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**Apply by: Applications accepted until position has been filled**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.