TIOGA COUNTY, NEW YORK
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
NETWORK ADMINISTRATOR

Date of Issue 08/31/20; reissued 09/02/20: This is a highly technical position with responsibilities for telecommunications network management and support.   Duties include the coordination and project management work involving networking, system integration, installing and maintenance of related hardware and operating systems software and by virtue of the information to which the incumbent has access to, requires a high level of confidentiality. The incumbent also investigates new industry developments such as software alternatives, system productivity tools, and documentation approaches, and makes recommendations for current and projected departmental use. The incumbent is responsible for running reports from the network for a variety of purposes, including for use in disciplinary proceedings and union contract negotiations. The work is performed under the general supervision of the Director of Information Technology, with considerable leeway allowed for the exercise of independent judgment. Although supervision is not a primary function, the incumbent may provide technical oversight to those involved in network maintenance. Does related work as required.

Network Administrator is classified as **Competitive.** 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. **An examination will be announced at a later date.**

Status:	Provisional, pending appointment from an eligible list
Work Hours:	Full time; 35 hours per week
Salary:	$52,824 - $62,824 (Non-Union); Benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location:	Tioga County Department of Information Technology & Communication Services

Minimum Qualifications:

a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science or closely related field, and three (3) years full-time work experience or its part-time equivalent in network administration, installation, support or maintenance; **OR**

b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or closely related field, and five (5) years full-time work experience or its part-time equivalent in network administration, installation, support or maintenance; **OR**

c. Graduation from high school or possession of a general equivalency diploma and seven (7) years of full-time work experience or its part-time equivalent in network administration, installation, support or maintenance; **OR**

d. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

- Administering Windows 2016 including install/configure OS, patch management and general maintenance
- Administering Storage Area Network (SAN) systems and VMware clusters
- Setup and configuration of network equipment using Cisco IOS
- Setup and configuration of VoIP phone systems in ShoreTel\Mitel Connect
- Ability to support general networking technologies and services including TCP/IP, DFS, DNS and related security practices
- Windows Server Active Directory administration (user, computer, printer administration)
- Microsoft Exchange Server/client setup/upgrade and troubleshooting
- Ability to support Microsoft Office Suite
- Server/Desktop hardware setup and support – Windows 10 Enterprise
- Router/Firewall setup and support

Apply Online by using our "Online Application Tool":
https://www.tiogacountyny.com/departments/personnel-civil-service/

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.