



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **NETWORK ADMINISTRATOR I**
(Provisional* Appointment)

SALARY: \$54,544 - \$80,512 annually

LOCATION: Monroe County Department of Information Services

HOURS: 40 hours per week

JOB SUMMARY:

This is the highest technically advanced network administrator position responsible for ensuring the integrity of networks, servers, security, backup, and network connectivity for a computer network system or systems. Work involves the design, administration, management, configuration, implementation, and maintenance of all systems. In smaller installations, work is less specialized and encompasses a broader spectrum of duties that may involve providing customer support services. This position differs from the lower level Network Administrator II by virtue of being more far-reaching when performing activities such as supporting system networking services, and providing the highest level of technical support in various areas such as supporting project teams all of which hold a higher consequence of error. The employee reports directly to, and works under the general supervision of an administrative staff member. Does related work as required.

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 plus one (1) year paid full-time or its part-time equivalent experience responsible for the operation**, installation, or maintenance/repair of computer network server or network operating system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Five (5) 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) and (B) above.

NOTE: **Operation of a computer shall not include experience in the operation of word processing equipment, or a personal computer, micro-computer or any other self-contained unit.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Special Requirements (continued):

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

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.

ADDITIONAL INFORMATION:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: April 19, 2024

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.