



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

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

SALARY: \$43,336 – \$59,377 annually

LOCATION: Monroe County Department of Information Services

JOB SUMMARY:

This is a technical position responsible for assisting in installing, configuring, maintaining and managing a computer network system or systems. In smaller installations, work is less specialized and may encompass a broader spectrum of responsibilities. This classification differs from the higher in the series in that technical support provided is less advanced, security issues and testing new hardware and software responsibilities are not assigned and this position does not independently produce documentation for computer systems. The employee reports directly to, and works under the general supervision of a senior 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 in an information technology field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience responsible for the operation**, installation or maintenance/repair of a computer network server or network operating system; OR
- (C) Three (3) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**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:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

ADDITIONAL INFORMATION (continued):

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 and for at least four (4) months at the time of examination.

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: March 21, 2023

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.