

NOTICE OF VACANCY

DEPARTMENT: Information Technology
TITLE: Network Administrator I
GRADE/SALARY: 34W - \$52,736 (2021) plus Excellent Benefits

THIS IS A TESTED CIVIL SERVICE POSITION FOR WHICH THE EXAM IS CURRENTLY ANNOUNCED. CANDIDATE MUST SUBMIT AN APPLICATION ALONG WITH A \$15.00 MONEY ORDER TO BE CONSIDERED FOR APPOINTMENT.

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position which involves responsibility for administering, and participating in, the maintenance and operation of computer networks. The work involves analyzing hardware and software network problems, testing and installing networking equipment, building network file servers, researching new products, and coordinating workshops. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field **AND** three (3) years of experience involving the installation of micro-computer hardware and software, and the configuration and administration of local- or wide-area networks; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field **AND** five (5) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience, as outlined in (A) above.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

SPECIAL REQUIREMENT FOR ONEIDA COUNTY GOVERNMENT ONLY: Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

NOTES:

- 1. Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.
- 2. Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred if qualifying under (A) or (B).

MAIL APPLICATION ALONG WITH \$15.00 MONEY ORDER TO: Oneida County Department of Personnel
Joseph M. Johnson, Commissioner
800 Park Avenue
Utica, New York 13501

APPLICATIONS MUST BE RECEIVED NO LATER THAN: January 31, 2021 or until position is filled, if sooner.

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Office Building or downloaded and printed from our web site at www.ocgov.net/personnel. You may also call (315) 798-5726 and request that an application be sent to you.

****Oneida County is an equal opportunity employer****