ONEIDA COUNTY GOVERNMENT
NOTICE OF VACANCY

DEPARTMENT: Information Technology

CIVIL SERVICE TITLE: Network Administrator I (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): $65,804 (34W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

APPLY ONLINE*:   https://oneida-portal.mycivilservice.com/post/jobopps

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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 employee reports directly to, and works under, the general supervision of a higher-level staff member, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. General supervision may be exercised over Network Administrator II's and subordinate personnel. The incumbent performs related work as required.

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

(A)   Possession of 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)   Possession of 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 involving the installation of micro-computer hardware and software, and the configuration and administration of local- or wide-area networks; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience involving the installation of micro-computer hardware and software, and the configuration and administration of local- or wide-area networks.

SPECIAL REQUIREMENTS:
1.   Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2.   Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

NOTES:
1.   Candidate **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
2.   Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.
3.   Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Oneida County is an equal opportunity employer

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

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