



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAM ANNOUNCEMENT
Senior Network Administrator
#60007740 [OPEN COMPETITIVE]

**YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR
SENIOR NETWORK ADMINISTRATOR (EXAM #60007740)**

| | | | |
|-------------------------------|---|------------------------------|-----------------------------|
| Type of Appointment: | Permanent | Rate of Pay: | \$36.86/hour |
| Position Status: | Full Time | | |
| Classification: | Competitive | | |
| Location: | County | Contract: | CSEA, Group XVI |
| Department: | Information Technology / Central Data Processing | | |
| Vacancies: | The resulting eligible list will be used to fill current/future vacancies which may occur. | Exam Date: | December 7, 2024 |
| Residency Requirement: | Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application. | Application Fee: | \$17.00 (non-refundable) |
| Posted: | September 19, 2024 | Application Deadline: | November 5, 2024 |

SCOPE OF EXAMINATION

Preparing written material:

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Principles and practices of LAN administration:

These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.

Principles of networked communications:

These questions test for basic concepts and terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.

Project management:

These questions are designed to test for techniques and concepts of project management. They may cover, but not necessarily be confined to, management of systems development, management by objectives, project scheduling and control techniques (e.g., PERT), characteristics of organizations and of the systems life cycle, and the development of data processing standards.

Systems analysis and design:

These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.

Calculator: Allowed

SENIOR NETWORK ADMINISTRATOR - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and technical position with responsibility for the direction, coordination and project management of work involving networking, system integration, and maintenance of related hardware and operating systems software. The work includes the study of various problems, different kinds of information sources, flow of information, adaptation of

information for computer use and information output. The work is performed under the general direction of the Information Technology Director with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Acts as Project Leader to direct and coordinate the activities of IT staff for work involving computers, networking, software, OS and systems integration including installation and maintenance of related hardware and software for the County departments as well as inter-municipal endeavors;
- Establishes standards for networking, hosts and servers and advocates for adoption of such standards;
- Establishes procedures for all networking and computer functions;
- Provides appropriate training for County departments on network usage and computer equipment;
- Recommends computer and network systems based on in-depth requirement analysis;
- Assists with planning the short and long-range goals for networking systems;
- Assures vendor compliance with contract specifications;
- Coordinates and supervises the evaluation, testing and installation of delivered materials;
- Provides quality control for departmental services and products;
- Ensures user satisfaction and provides feedback to increase standards of service;
- Communicates with dissatisfied users to better implement future requests and solve immediate problems;
- Administers core-processing platforms;
- Advises and consults on network/server/application design;
- Performs a variety of computer/network hardware and software installation, configuration and training on the network;
- Assures coordination and compatibility of hardware/software systems and performs necessary stages of research and maintenance;
- Researches changing technology using trade journals and other forms of media to provide suggestions and input for future needs;
- Determines current operations and analyzes requirements for departments requesting computer support;
- Recognizes and communicates to departments the constraints of particular system programs and determines the impact of application or computer resources and what additional resources may be needed;
- Assists the user in the acceptance test and implements and monitors security of on-line programs and sensitive files;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of local area network (LAN) and wide area network (WAN) administration;

Thorough knowledge of the principles and practices of computer programming and the capabilities and use of data processing, data communication and related technologies and equipment;

Thorough knowledge of server operating system software and hardware;

Good knowledge of virtual server networks;

Good knowledge of principles, practices, procedures, tools and equipment used in the repair and maintenance of Computers;

Ability to analyze, diagnose, and correct network issues;

Ability to evaluate user and enterprise network needs;

Ability to learn new technology;

Ability to learn and use new hardware and software products and to adapt to new concepts;

Ability to effectively communicate complex concepts to network users, technical personnel, and other staff members;

Ability to establish cooperative working relationships with other Information Technology staff, users throughout all County Departments, local agencies, network contractors, etc.;

The employee's physical and mental condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Bachelor's Degree or higher in Computer Science or a closely related field, AND six (6) years of full-time (or equivalent part-time) paid work experience which must have substantially involved the administration of network operation and maintenance activities (further defined under "NOTE" below); **OR**
- b) Associate's Degree or higher in Computer Science or a closely related field, AND eight (8) years full-time (or equivalent part-time) paid work experience as described in (a) above; **OR**
- c) High School or possession of a high school equivalency diploma; AND ten (10) years full-time (or equivalent part-time) paid work experience as described in (a) above.

SPECIAL NOTES – EDUCATION AND WORK EXPERIENCE:

- a) Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.
- b) Satisfactory work experience may include:
 - i. Designing, installing, configuring and upgrading LANS/WANS, including repeater hubs, switches, routers and any other network component.
 - ii. Installing, configuring, upgrading, and managing both physical & virtual servers and server utilization.
 - iii. Troubleshooting network hardware and software systems.
 - iv. Evaluating network methodologies and maintaining network architecture and design.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**