



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

## VACANCY ANNOUNCEMENT: SYSTEMS ADMINISTRATOR

### YATES COUNTY IS SEEKING APPLICANTS FOR SYSTEMS ADMINISTRATOR TO FILL 1 VACANCY

<b>Type of Appointment:</b>	Provisional	<b>Rate of Pay:</b>	\$33.73 per hour
<b>Position Status:</b>	Full Time – 35 Hours		
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County	<b>Contract:</b>	CSEA, Group XIII
<b>Department:</b>	Information Technology		
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	To Be Announced
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to <b>appointment</b> .	<b>Application Fee:</b>	Not Applicable (Exam will require a fee)
<b>Posted:</b>	January 2, 2026	<b>Application Deadline:</b>	Applications Accepted Until Filled

### SYSTEMS ADMINISTRATOR - JOB DESCRIPTION

**DISTINGUISHING FEATURES OF THE CLASS:**

The Systems Administrator is a technical position with responsibility for the installation, configuration, maintenance, and reliable operation of Yates County’s IT infrastructure, including servers, networks, storage, and related systems. The work includes hardware and software troubleshooting, ensuring high availability and performance of IT resources. The Systems Administrator is involved in proactive monitoring, security management, and responding to system outages or user issues, supporting numerous County departments. This position works under the general direction of the Director of Information Technology. Supervision is exercised over less senior personnel. This position requires the ability to make daily independent judgments to ensure that systems are fully operational. Does related work as required.

**TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Install, configure, and maintain physical and virtual servers (Windows, Linux, etc.);
- Deploy software and hardware solutions, including updates, patches, and new installations;
- Set up and configure storage solutions, including SAN, NAS, and cloud storage;
- Monitor system performance and reliability, utilizing system monitoring tools to ensure smooth operations;
- Regularly review logs and system activity for potential issues and mitigate risks before they escalate;
- Perform regular system backups and ensure disaster recovery solutions are functioning as expected;
- Perform system upgrades, including firmware and software updates, to keep the infrastructure secure and efficient;
- Implement and manage security solutions including firewalls, antivirus, and patch management;
- Ensure systems are protected from malware, intrusion, and other threats by maintaining security policies and best practices;
- Conduct regular security audits and vulnerability assessments to identify and address potential risks;
- Manage user permissions, ensuring secure and appropriate access control;
- Provide Tier 2/3 support for escalated issues related to servers, network infrastructure, and storage systems;
- Diagnose and resolve technical problems with hardware and software systems, collaborating with other IT personnel as necessary;
- Ensure prompt incident resolution and maintain thorough documentation of issues and resolutions;
- Work with network administrators to ensure the smooth operation of the company’s LAN/WAN and network services;
- Configure and manage network-related systems such as DNS, DHCP, VPNs, and firewalls;
- Assist with network troubleshooting and configuration of switches, routers, and access points;
- Ensure that backup strategies and disaster recovery procedures are in place, tested, and working properly;
- Develop and maintain recovery plans, ensuring that systems can be restored in case of data loss or system failure;
- Maintain accurate and up-to-date documentation on system configurations, maintenance activities, and operational procedures;
- Generate reports on system performance, capacity planning, and security incidents for management review;
- Collaborate with other IT personnel and departments to support ongoing projects, including system upgrades, migrations, and rollouts;
- Participate in the planning and execution of IT projects, ensuring that infrastructure and systems meet organizational needs;

- Performs other duties as assigned.

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

Thorough knowledge of server operating systems (Windows Server, Linux) and system administration tools;  
Thorough knowledge of Active Directory, Group Policy, and domain management;  
Strong understanding of networking concepts (DNS, DHCP, TCP/IP, routing, VPNs, VLANs);  
Good knowledge of storage management (RAID, SAN, NAS) and backup technologies;  
Good knowledge of scripting languages (PowerShell, Bash) for automating administrative tasks;  
Hands-on experience with monitoring tools (e.g., Nagios, Zabbix, SolarWinds) and security protocols;  
Strong analytical and problem-solving skills with a keen attention to detail;  
Ability to communicate effectively with technical and non-technical stakeholders;  
Ability to work independently and in a team environment, with a proactive approach to system management;  
Strong time management and organizational skills, with the ability to handle multiple projects simultaneously;  
Ability to accept phone calls and respond accordingly to emergency situations that may occur outside of regularly scheduled business hours;  
Ability to participate in an on-call rotation;  
Ability to travel between various office locations or data centers as required;  
Ability to supervise the work of others;  
Physical condition that is commensurate with the demands of the position, including ability to lift and move IT equipment as needed (servers, storage devices, etc.).

**MINIMUM QUALIFICATIONS:**

- a) Bachelor's Degree in Information Technology, Computer Science, or a related field; AND three (3) years of experience in an information technology related position, with experience managing Windows and Linux servers, help desk tickets, etc.; OR
- b) Associate's Degree in Information Technology, Computer Science, or a related field; AND five (5) years of experience as described above in (a); OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**Note:** 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.

**SPECIAL REQUIREMENTS:**

- a) 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.
- b) Experience with virtualization technologies (e.g., VMware, Hyper-V) and cloud platforms (AWS, Azure, Google Cloud) highly preferred.
- c) Relevant certifications such as CompTIA Server+, Microsoft Certified: Azure Administrator, RHCE (Red Hat Certified Engineer), or VMware Certified Professional are preferred, but not required.
- d) Security certifications (e.g., CISSP, CompTIA Security+) are beneficial, but not required.

**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.**