Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 12/31/2022

NETWORK ADMINISTRATOR II

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position which involves responsibility for participating in the maintenance and operation of computer networks. The work involves analyzing hardware and software network problems, testing and installing networking equipment, and building network file servers. The incumbent may research new products and coordinating workshops, as well as implement desktop, notebook computers and peripherals on the network. The employee reports directly to, and works under, the general supervision of a Network Administrator I or higher-level staff member, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers micro-computer networks and is part of the communications and connectivity team;

Repairs, tests and installs computers on a free-standing or local area network basis, including wiring to connect monitors and printers;

Installs and tests network operating systems;

Implements recommendations for system upgrades;

Assigns computer access passwords to employees;

Receives classroom and on-the-job training in computer hardware (PC and Mac), software, network topologies, network operating systems, and network management;

Installs and troubleshoots software packages;

Provides limited management of operating systems, such as, Novell, Microsoft Server, Microsoft NT, and Microsoft Windows;

Installs E-mail and Internet capabilities on a network;

Installs multimedia components of a computer (ie: CD Rom and sound-cards);

Makes site visits with higher-level technicians to: troubleshoot a technical problem, and provides installation of hardware and software on large-scale projects;

Becomes familiar with, and provides support for, the hardware inventory and delivery, work order process, and technical planning process;

May be required to lift at least 50 lbs;

Daily travel may be required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of computers, operating systems, networks, Internet, E-mail, and some software packages; good know-ledge of the logistical operations of computers and data communications devices; good knowledge of Local Area Network administration, computer literacy, ability to communicate orally and in writing; good problem solving skills; ability to enter data into a computer; ability to establish and maintain effective working relationships; initiative; good judgment; physical ability commensurate with position.

MINIMUM QUALIFICATIONS: Either:

(A)   Possession of Bachelor's Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field; **OR**

(B)   Possession of Associate's Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field **AND** two (2) years of experience in computer hardware and software installation and troubleshooting; **OR**

(C)   Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in computer hardware and software installation and troubleshooting.

SPECIAL REQUIREMENT: 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.   Additional study in the field of computer science, data processing, etc. from a regionally accredited or New York State registered college or university may be substituted for experience, on a year-for-year basis.
2.   Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
3.   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.

Adopted: 05/05/1998
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