

## NETWORK/SYSTEMS ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position with responsibility for the direction, coordination and project management of work involving networking, system integrations, 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 Director of Information Services with considerable leeway for planning work methods and procedures with responsibility for technical results. Supervision of subordinate staff may be required. A Network/Systems Administrator performs other related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Establishes standards for networking and computer functions;
- Researches changing technology using trade journals and other forms of media to provide suggestions and input for future needs;
- Establishes standards for networking, hosts and servers and advocates for adoption of such standards;
- Recommends computers and network systems based on an in-depth requirement analysis;
- 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;
- Specifies and/or develops appropriate tests to assure system reliability and implements all programs in a test environment;
- Acts as project leader to direct and coordinate the activities of staff for work involving computers, networking, software, operating systems and systems integration including installation and maintenance of related hardware and software for county departments as well as inter-municipal endeavors;
- Provides appropriate training for county departments on network usage and computer equipment;
- Plans short and long range technical planning for networking systems;
- Coordinates and supervises the evaluation, testing, and installation of delivered materials;
- Advise and consult on network/server/application design;
- Determines current operations and analyzes requirements for departments requesting computer support;
- Recognized and communicates to departments the constraints of particular system programs and determines he 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 online programs and sensitive files;
- Assists departments in drafting resolutions by obtaining price quotes for computer equipment, systems, and professional services;
- Provides quality control for departmental services and products;
- Insures customer satisfaction and provides feedback to increase standards of service;
- Communicates with dissatisfied customers to better implement future requests and solve immediate problems.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of local and wide area network administration; good knowledge of microcomputer and related technology; good knowledge of the principles and practices of

computer programming and the capabilities and use of data processing equipment and data communication devices; good knowledge of governmental functions; good knowledge of applicable laws, rules and regulations governing the use of software, as well as the judicial and administrative interpretation related to these; working knowledge of the principles and practices of systems analysis as applied to computer programming; working knowledge of principles, practices, procedures, tools, and equipment used in the repair and maintenance of computers; skill in the operation of computer and communication equipment; ability to learn new technology; ability to understand and develop logic flow charts and code programs from them; ability to establish and maintain effective working relationships with department heads, computer users, software contractor, and members of the public requesting service; ability to plan and supervise the work of others; analytical reasoning ability; good judgment, resourcefulness, dependability; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science and six years full-time or the equivalent part-time and /or volunteer experience which shall have involved programming, installation, and development of software systems for computers; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Computer Science or Electronic Technology and eight years of full-time or the equivalent part-time and/or volunteer experience which shall have involved programming, installation, and development of software systems for computers; OR
- C. Any equivalent combination of training and experience as described in A or B above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 09/20/12