Clinton County

Jurisdictional Class: Competitive
Adopted: January 1, 2008
Revised: July 6, 2023

NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and highly technical position responsible for the direction, coordination, and project management of work involving networking, system integration, and maintenance of related hardware and operating systems software. Work is performed under general direction of the Director of Information Technology with considerable leeway given for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate technical employees engaged in computer or network functions. Work is performed in consultation with other department heads and inter-municipal representatives. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes procedures for all networking functions within the county network infrastructure;

Oversees the administration of network systems, subsystems, resources, and user profiles: Dynamic Host Configuration Protocol; Domain Name Services; Ms-Exchange Services (E-mail and Scheduling); Systems Management Services; Relational Database Management Services;

Establishes standards for networking for both hosts and servers;

Ensures network health and performance optimization, recommends system upgrades as needed, and develops disaster recovery plans;

Develops systems specifications, testing and benchmarking criteria, determination of milestones, and implementation guidelines of systems;

Analyzes and designs network applications and designs detailed network diagrams;

Assists the Director of Information Technology in planning expansion of new technology by keeping current with new industry developments and makes recommendations for current and future equipment utilization;

Oversees and participates in compatibility testing of hardware/software systems and performs necessary stages of research and maintenance;

Performs the duties of Information Security Officer as specified in the Clinton County Information Security Policy to ensure system integrity and data security;

Directs and coordinates the activities of staff for work involving networking, software, and systems integration including installation and maintenance of related hardware and software for the county departments as well as inter-municipal endeavors;

Assists department heads in drafting and negotiating contracts for networking equipment, systems, and professional services;

Assists the Director of Information Technology in creating the department budget, performs cost benefit Analysis, and assists in developing and monitoring the operational and management budget for the network and its activities;

Prepares verbal and written periodical reports as directed;

Attends relevant seminars and conferences as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:
Comprehensive knowledge of local and wide area network administration;
Thorough knowledge of server based hardware and software;
Thorough knowledge of micro-computer and related technology;
Thorough knowledge of applicable laws, rules, and regulations governing the use of software, as well as the
      judicial and administrative interpretation related to these;
Thorough knowledge of network operating systems;
Good knowledge of governmental functions;
Good knowledge of systems programming techniques, systems analysis, applications programming techniques
      and concepts;
Good knowledge of computers and peripheral equipment, communications protocols, and component wiring
      structure;
Ability to communicate information orally and in writing, including communicating technical information to
      non-technical employees;
Ability to learn and comprehend very complex technical materials and concepts;
Ability to establish and maintain effective working relationships with department heads, computer users,
      software contractors, and members of the public requesting service;
Ability to plan and supervise the work of others;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a
    Bachelor's Degree in computer science, computer technology, data processing, management information
    systems, information resource management, or related field and five (5) years of experience involving the
    configuration, installation, and maintenance of networks; three (3) years of which must have been in a
    supervisory or administrative capacity; or

(b) Graduation from a regionally accredited or New York State registered college or university with an
    Associate's Degree in computer science, computer technology, data processing, management information
    systems, information resource management, or related field and seven (7) years of experience involving the
    configuration, installation, and maintenance of networks; three (3) years of which must have been in a
    supervisory or administrative capacity; or

(c) Graduation from high school or possession of a high school equivalency diploma and thirteen (13) years of
    experience involving the configuration, installation, and maintenance of networks; three (3) of which must
    have been in a supervisory or administrative capacity; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

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.