

Please Post

DISTRICT OFFICES  
SOUTH COLONIE CENTRAL SCHOOLS  
102 LORALEE DRIVE  
ALBANY, NEW YORK 12205  
(518) 869-3576

Please Post

**March 27, 2017**

**NOTICE-PLEASE POST**

Applications are now being accepted for the following position:

**PROVISIONAL NETWORK ADMINISTRATOR**

**POSITION:** One (1) Provisional Network Administrator

**CURRENT LOCATION:** District Wide

**HOURS:** 8.0 hours per day

**JOB DESCRIPTION:** See reverse side

**JOB REQUIREMENTS:** Provisional Position – Candidate must successfully complete the Albany County Civil Service Examination for Network Administrator (SD) when next given and be eligible for appointment to retain this position.

**SALARY RANGE:** \$45,000-50,000

**OPEN:** July 1, 2017

**APPLICATION:** Letter of interest and resume must be submitted to Dr. David J. Perry, Director of Human Resources, 102 Lorelee Drive, Albany, NY 12205 no later than **April 13, 2017**

The selected applicant will be subject to a fingerprinting supported criminal history background check in accordance with SAVE Legislation.

*South Colonie does not discriminate on the basis of gender, race, color, national origin, handicap or age. Inquiries concerning this policy of equal opportunity should be made to the Title IX and Section 504 Coordinator, 102 Lorelee Drive, Albany, New York, 12205.*

## NETWORK ADMINSTRATOR ( SCHOOL DISTRICT)

### **DISTINGUISHING FEATURES OF THE CLASS:**

This technical position exists in a school district and involves responsibility for administering and participating in the maintenance and operation of computer networks in the district. The incumbent will implement and support the major networking components, which include telecommunications, the server, clients and the operating systems and observe and analyze network components and performance. The incumbent is responsible for the administration of the districts K-12 instruction computer technology plan, acquisitions of computer hardware and software applications, and facilitation of integration of computer technology directly into the classroom. The employee works under the general supervision of a higher-level staff member. General supervision is exercised over subordinate personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Designs, installs, configures and upgrades LANS/WANS, including repeater hubs, switches and routers;  
Evaluates network methodologies to implement a telecommunications network and makes necessary recommendations for changes in networks;  
Recognizes and maintains network architecture and design;  
Provides technical assistance in resolving and repairing network problems and network equipment;  
Monitors telecommunication hardware, software and network equipment to ensure the full operation and security of the network;  
Installs and configures individual PC's to domains/LANS;  
Maintains and implements Internet, an Intranet system to all workstations;  
Consults with vendors and users regarding the need for hardware/software for network servers;  
Provide staff and faculty training for use of the system in both class room and office settings;  
Develops and monitors the budget for the network and related activities;  
Plans, reviews and assigns work to subordinates, as necessary.

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

Good knowledge of configuration of local and wide area network administration;  
Good knowledge of computer and related product technology;  
Working knowledge of data processing methodology and techniques including documentation of data security;  
Ability to define and recommend computer hardware and software;  
Ability to detect and resolve computer problems;  
Ability to write grant proposals and cost estimates;  
Ability to plan and conduct workshops related to computer operation and maintenance;  
Ability to configure work stations and local and wide area networks;  
Ability to establish and maintain effective working relationships;  
Ability to train others in computer system operations;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree or higher in computer science, data processing, management information systems, information technology, or a related field, plus two years of experience involving the maintenance and configuring of local or wide area networks, and installation of computer hardware and software; or
- (b) Successful completion of twenty-four (24) credit hours from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees in computer science, data processing, management information systems, information technology, or a related field, and four years of experience as defined in (a) above; or
- (c) Six years of experience as defined in (a) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

### **NOTES:**

1. Successful completion of a three (3) credit hour course beyond the requirements of (a) and (b) in management information systems, computer science, information resource management, information technology, or a closely related field may be substituted for three (3) months of non-supervisory experience.
2. Successful completion of a course of study offered by a technical training institute, college or a corporate training program may be substituted for up to 12 credit hours in management information systems, computer science, information resource management, information technology, or one (1) year of appropriate experience, if the following conditions are met:
  - (a) The course of training involves learning the fundamental aspects of computer programming, systems analysis, telecommunication systems, LAN/WAN system configuration or a similar course with technical emphasis;
  - (b) The candidate provides an official description of the coursework and evidence that it was successfully completed.
3. Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.

Competitive