

## **NETWORK ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the performance of technical duties to maintain the daily operation of electronic data processing systems utilizing personal computers linked by a Novell network and meeting the needs of Sullivan County. Technical duties will involve operation of computer terminals, use of data entry equipment, assistance of users in solving daily operational questions as they relate to computerized systems, performing technical duties relating to application software running on the Novell System and the installation/maintenance of the Novell operating systems. Work is done under the supervision of the Director of Information Systems with maximum leeway for independent performance of job tasks.

### **TYPICAL WORK ACTIVITIES:**

Operates a variety of computer equipment and machinery;

Operates the control console of the Novell and County Network Systems;

Acts based on indicators on the console and peripheral equipment, taking necessary steps to verify proper functioning of the network;

Analyzes machine stops and takes appropriate action to insure the proper function of County Government;

Designs, installs and maintains a logical network system in conjunction with the Director of Information Systems;

Networks the various County departments for the proper utilization and maintenance of electronic data processing equipment and programs at their location;

Develops, designs and implements a backup system adequate to meet continued operation of County Government.

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#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Knowledge of the use, operation and routine maintenance of computer hardware, peripheral equipment, software and their integration into a network system based on Novell and TC/IP; Ability to read, interpret and implement instructions relating to Novell Network System and the execution of computer programs; Ability to understand and follow oral and written instructions; Ability to write legibly; and Ability to communicate effectively and efficiently with users and technical staff is essential.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor of Science Degree in Computer Science or a related field and Novell operating systems experience; or
- (B) Five (5) years experience in installation and maintenance of a network utilizing Novell and UNIX operating systems; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A