

Notice of Job Opening

Position: Network Systems Technician

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Information Services

Number of Vacancies to be filled: 1

Rate of Pay: \$57,200-\$85,800 Annually
Commensurate with qualifications and experience

Schedule: 37.5 (8:30am-5pm)

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Reposted on Monday, March 13, 2023

NETWORK/ SYSTEM TECHNICIAN

(City of Albany)

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for overseeing local area network systems and equipment. The incumbent coordinates Local Area Network (LAN) and/or Wide Area Network (WAN) installations and the subsequent on-going maintenance and support of such networks in addition to providing on-site support services on a wide range of technology services. The work is performed under the general supervision an upper level supervisor. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists System Specialist with the coordination and implementation of migration from NT domain to active directory structure;
- Monitors and maintains local area network performance, resources, security and data integrity to include the upgrade and installation of software as required;
- Researches and consults with each department, unit or office regarding Local Area Network and Wide Area Network needs, plans the network infrastructure and oversees the installation of a Local Area Network and/or a Wide Area Network including configuring workstations and the server and installing hardware and software such as sound cards, CD ROMs, Ethernet cards and modems;
- Sets up user local area network accounts and access rights;
- Diagnoses and resolves Local Area Network and Wide Area Network, operating system and hardware and software problems;
- Performs routing maintenance of computers and peripheral equipment, upgrades computer hardware and/or software as needed and coordinates off-site repairs of computers and peripheral equipment;
- Tests LAN software, hardware and connectivity options, researches LAN industry trends, and recommends appropriate changes in hardware and software standards;
- Plans, implements and supports network solutions between multiple platforms;
- Prints reports, assigns passwords and manages security;
- Makes recommendations to supervisor and/or administration regarding hardware, software and other equipment to achieve improved information systems and methods and evaluate the implementation of same;
- Attends and participates in professional conferences and meetings;
- Maintains an up-to-date knowledge of computer networking and related issues by keeping abreast of current literature, journals and information;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of Local Area Network and/or Wide Area Network computer systems;
- Good knowledge of personal computer operating systems and peripheral equipment;
- Good knowledge of computer hardware and software;
- Good knowledge of associated equipment and their integration into local area networks;
- Working knowledge of standard office practices and equipment;
- Ability to analyze and evaluate systems performance and operating system problems and implement solutions;
- Ability to follow complex written and oral instructions;
- Ability to develop and maintain effective working relationships;
- Ability to develop, design, coordinate and/or deliver technology training;
- Ability to maintain LAN or WAN performance and security;
- Ability to maintain related systems records and prepare reports;
- Ability to design, install, update and maintain a Local Area Network and/or Wide Area Network including those used for telecommunications;
- Ability to communicate effectively both orally and in writing;
- Ability to form and maintain effective working relationships;
- Tact, dependability, sound professional judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State or regionally accredited college or university with a Bachelor's degree (or higher) in Computer Science or Computer Information Systems or a closely related field and two (2) years experience designing, installing, updating and maintaining a Local Area Network and/or a Wide Area Network; **OR**
- B. Sixty (60) credit hours from a New York State or regionally accredited college or university towards a degree in Computer Science or Computer Information Systems or a closely related field and four years experience as described in (A) above.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.