

FULTON COUNTY
INFORMATION SERVICES/PRINTING DEPARTMENT
ANNOUNCES THE FOLLOWING:

NETWORK COORDINATOR

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

This is a temporary vacancy in the Fulton County Information Services/Printing Department.

Salary Range: \$23.26 Per Hour (Start Rate) - \$27.36 Per Hour (After One Year of Benefits Eligible Service)

Typical Work Activities (Illustrative but not exhaustive):

Installs and relocates hardware and software for network equipment, including assembly, configuration and transport, in accordance with established procedures and instructions;

Performs periodic preventative maintenance in accordance with manufacturer recommendations and departmental standards;

Prepares network and associated equipment for installation;

Modifies, updates and replaces internal network equipment parts as required;

Modifies, updates and replaces network equipment software as required;

Lifts network equipment that may weigh as much as 50 lbs. to place in, arrange around, or remove from the workplace for set-up, installation, repair, de-installation, or maintenance;

Responds to maintenance service requests related to network equipment;

Assists with the design of global network standards including communications protocols, security standards and related procedures;

Receives user calls regarding network-related problems and performs the appropriate action to resolve the problem;

Performs diagnosis of failures to determine whether they are induced by network software or hardware;

Assists with the preparation of network documentation, specifications, standards, instructions and user manuals as needed;

Notifies appropriate Information Services staff of software or hardware failures and performs diagnostics;

Works with contract and vendor supplied personnel engaged in the installation, maintenance and repair of network hardware and software;

Maintains operating records and prepares routine operating reports;

Assists in managing inventory of network and associated equipment;

May supervise, train and schedule subordinate staff and evaluate their performance.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and 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 technology or a closely related field and two years of experience responsible for the maintenance, configuration or installation of micro-computer hardware and software for local area networks; 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 technology or a closely related field and four years of experience responsible for the maintenance, configuration or installation of micro-computer hardware and software for local area networks; or
- (C) Six years of experience responsible for the maintenance, configuration or installation of micro-computer hardware and software for local area networks; or
- (D) An equivalent combination of experience and training as defined by the limits of (A), (B) and (C) above.

If qualifying by A or B (education option), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.