DATE: February 8, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
                    (This is a competitive class position.)

FROM: Alan Macaluso, Director of Information Services,
                    25 South Manor Avenue, Kingston, NY 12401

JOB VACANCY: Systems Specialist / Permanent/Provisional / Full-Time / Benefited

LOCATION: So Manor Complex

SALARY: $38.56 / hour (Grade 17)

FILL DATE: March 1, 2024

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting in managing virtualized and physical server infrastructure, including hardware and software; assisting in managing information technology (IT) business systems, such as antivirus, email and network security as well as providing support for end users. Supervision is not a function of an employee in this class. Work is performed under the direct supervision of the Assistant Director of Information Services (Technical Support) or a designee with limited leeway allowed in technical work details. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and terminology of physical, virtual and/or cloud-based server environments; good knowledge of IT business systems; good knowledge of state-of-the-art computer security; working knowledge of principles and practices of computer system (software and hardware) operations, analysis and troubleshooting; ability to install, configure, maintain and upgrade a variety of computer hardware and software, including operating systems and related peripheral components; ability to communicate effectively, both orally and in writing with other computer workers, outside vendors on equipment and related programs, and end users; ability to be flexible in scheduled work hours to meet the needs of the department; ability to establish and maintain effective working relationships; ability to work independently; initiative; tact and courtesy; sound judgment.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Bachelor's Degree in Computer Science, Information Technology, Information Systems or a related field and one (1) year of full-time paid, or its' part-time equivalent, experience providing support for physical, virtual and/or cloud-based server environments; **OR**

B. Possession of an Associate's Degree in Computer Science, Information Technology, Information Systems or a related field and three (3) years of full-time paid, or its' part-time equivalent, experience providing support for physical, virtual and/or cloud-based server environments; **OR**

C. Possession of a diploma or certificate of completion for a course of study in Computer Science, Information Technology, Information Systems or related field from a technical school licensed by the New York State Department of Education, and four (4) years of full-time paid, or its' part-time equivalent, experience providing support for physical, virtual and/or cloud-based server environments; **OR**

D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its' part-time equivalent, experience providing support for physical, virtual and/or cloud-based server environments; **OR**

E. An equivalent combination of A, B, C and D above.

Note: Your degree or college credits must have been awarded or earned 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.

Note: College level study in Computer Science, Information Technology, Information Systems or related field may be substituted on a year for year basis for the above-mentioned degrees; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

1680 1078 / DOC # R24-177 / APPROVED 02/08/2024