NETWORK SYSTEMS SPECIALIST III

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for overseeing the research, planning, implementation, troubleshooting and support of all virtual servers, system security, Local Area Network (LAN) and Wide Area Network (WAN) technologies that support Mid-Hudson Regional Information Center (MHRIC) applications. The incumbent works closely with the Operations and Programming Manager to determine project scope and prioritization. Additionally, the incumbent is responsible for being the lead technical support for the MHRIC and for managing the daily operations of the network systems and providing subsequent on-going maintenance and support. This position differs from the Network Systems Specialist I and II by virtue of being the lead technical specialist with the highest level of responsibility and complexity of projects. The work is normally performed under the general supervision of the Director of the Mid-Hudson Regional Center with leeway allowed for exercising independent judgement in carrying out the details of the work. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Designs LAN/WAN workstation and network systems, servers, switches and security for MHRIC and customers;

Researches, designs, monitors, supports and maintains internal MHRIC network infrastructures;

Assures readiness of the Disaster Recovery site;

Researches and installs LAN/WAN software upgrades and patches as available;

Performs research and development on all future LAN/WAN equipment, software and applications;

Performs evaluations and analysis of all new Internet or web-based products;

Meets with Operations and Programming Manager and MHRIC technical staff to discuss and recommend enhancements to hardware, software and applications;

Provides MHRIC and customers with high level diagnosis and troubleshooting;

Designs, investigates, procures and maintains enterprise level technology solutions for optimal performance of the virtualization to host MHRIC and customer applications;

Works closely with staff assigned to MHRIC and customer backups for design and troubleshooting;

Designs and implements business continuity plan based on available and attainable resources;

Maintains and monitors tools to monitor server and network performance;

Leads the Disaster Recovery effort;

May act as technical liaison between MHRIC and vendors;

May attend training and continuing education courses to keep current to improvements and emerging network technologies;

May perform analysis of competing solutions to find best fit for MHRIC and customers;

May train MHRIC staff members to take over newly installed projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the various internet protocol software products offered at MHRIC; thorough knowledge of networking computers, virtualization, disaster recovery and data communication devices; thorough knowledge of the application and impact of technology used in a school district setting; good knowledge of the current office applications software available; good knowledge of Windows and Linux operating systems; ability to design, install, update and maintain LAN/WAN networks; ability to perform a wide range of technical analysis and troubleshooting tasks; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships with customers and vendors; initiative, tact, sound judgement.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Bachelor's Degree, which included or was supplemented by fifteen (15) credit hours* in Computer Science, Data Processing, Information Systems, Information Technology, Management Information Systems, Business or closely related field and four (4) years (full-time paid, or its' part-time equivalent) technical experience in a computer center environment; **OR**

B. Possession of an Associate's Degree, which included or was supplemented by fifteen (15) credit hours* in Computer Science, Data Processing, Information Systems, Information Technology, Management Information Systems, Business or closely related field and six (6) years (full-time paid, or its part-time equivalent) technical experience in a computer center environment; **OR**

C. Graduation from high school, or possession of a high school equivalency diploma and eight (8) years of technical experience in a computer center environment; **OR**

D. An equivalent combination of training and experience as indicated above.

*Coursework in the use of specific programs such as WORD, EXCEL, or ACCESS and data entry is not acceptable.

<u>**Note:**</u> 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 <u>http://www.cs.ny.gov/jobseeker/degrees.cfm</u>. You must pay the required evaluation fee.

<u>**Special Requirement:**</u> Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

<u>**Special Requirement for appointment in School Districts including BOCES:**</u> In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

ULSTER COUNTY   Adopted: December 16, 2022
4507 NS SPE III
Classification: Competitive
4519 NSPIII HLP
Classification: Non-competitive
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