



People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields and build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

- Position:** Network Administrator — Full-time, 12-month, Non-Unit Support, Competitive Civil Service position
- Location:** Anticipated locations will be Andes Central School and Morris Central School
- Qualifications:** 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 resource management, or a closely related field AND four (4) years of experience involving the installation of micro-computer hardware and software, and the configuration and administration of local- and wide-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 resource management, or a closely related field AND six (6) years of experience, as outlined in (a) above; OR
c. Graduation from high school or possession of a high school equivalency diploma AND eight (8) years of experience, as outlined in (a) above; OR
d. An equivalent combination of training and experience as defined by the limits of a, b, and c above.
- SPECIAL REQUIREMENT: Possession of an appropriate, valid license by the New York State Department of Motor Vehicles and an acceptable driving record is required at time of appointment and must be maintained throughout the appointment.
- NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- Responsibilities:** The successful candidate will be responsible for a wide range of design, installation, and maintenance of computer network components and microcomputer components. Please see the full Civil Service Job Description below.
- Start Date:** August 2021
- Salary:** \$55,000—\$60,000 based on education and experience
- Apply To:** www.olasjobs.org/southern
- Application Deadline:** Open until filled
- Further Information** humanresources@oncboces.org
- Contact:**
- Additional Information:** The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Civil Service

Job Description:

Distinguishing Features of the Class: This is a technical position, which involves responsibility for administering, and participating in, the maintenance and operation of computer networks to various departments. The work involves analyzing hardware and software network problems, testing and installing networking equipment, building network file servers, researching new products, and coordinating workshops. The employee reports directly to, and works under, the general supervision of a higher-level staff member, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. General supervision may be exercised over subordinate personnel. Does related work as required.

Typical Work Activities (Illustrative Only:

Administers micro-computer networks and is part of the communications and connectivity team;
Repairs, tests and installs computers on a free-standing or local area network basis, including wiring to connect monitors and printers;
Installs and tests network operating systems;
Analyzes, and takes corrective action, of computer and data communications hardware and software network problems;
Demonstrates, and trains users, in the operation and maintenance of computer hardware and software;
Researches, tests, evaluates and recommends data communications hardware and software;
Configures department/school work stations and network servers;
Consults with vendors, distributors, and users regarding the purchase of computer hardware, software and networks;
Changes system software to meet program objectives;
Analyzes computer-processing requirements to plan a system that will provide capabilities required for projected workloads;
Coordinates, and conducts, computer workshops for users to provide up-to-date information and support;
Plans, and implements, recommendations for system upgrades;
Plans, coordinates and implements, security measures to safeguard information in computer files against accidental or unauthorized modification, destruction or disclosure;
Assigns computer access passwords to employees;
Installs hardware and peripheral components, loads software packages, such as operating systems, word processing or spreadsheet programs into computer;
Diagnoses, and solves, system hardware, software and operator problems;
Coordinates installation of computer operating system software and tests, maintains, and modifies software, such as task scheduling, memory management, computer file system, or controlling computer input and output;
Evaluates factors such as number of departments serviced by data processing equipment, reporting formats required, volume of transactions, time requirements and cost constraints, and need for security and access restrictions to determine hardware configurations;
Enters code, analyzes, reviews and alters programs to increase operating efficiency or adapt to new requirements;
Communicates with department/school administrative staff concerning their specific needs for changes or additions to their networks, as well as, status of network installations or repairs;
Provides support and assistance to individuals and groups using the network.

Full Performance Knowledge, Skills, Abilities: Thorough knowledge of micro-computer and related product technology; thorough knowledge of logical operations of micro-computers and data communication devices; thorough knowledge of local and wide area network administration; good knowledge of data processing methodology and techniques, including documentation of data security; working knowledge of telecommunications equipment and internet access; ability to define and recommend micro-computer hardware and software; ability to detect and resolve micro-computer and network breakdowns and problems; ability to write proposals and cost estimates; ability to deduce problems logically; ability to configure work stations and local- and wide-area networks; computer literacy; ability to establish and maintain effective working relationships; ability to train others in micro-computer system operations.