



NIAGARA COUNTY JOB POSTING

EMPLOYEES ONLY - PROMOTIONAL

TITLE/POSITION #: MICRO COMPUTER SPECIALIST - 9955

PAY RATE: \$26.04 - \$30.56

DEPARTMENT/DIVISION: IT

WORK LOCATION: Lockport, NY

STATUS: Provisional

DESCRIPTION: The work involves all phases of lifecycle management of computing devices such as replacement assessment, installation, maintenance, decommission, and control of a site's computing equipment and peripherals. Microcomputer site development, personnel training, operation, and continuous improvement is required as part of the job role. The incumbent will provide helpdesk support duties, user support, data communications, telecommunications, business/systems analysis, microcomputer repair and operation, assists in the administration of LAN/WAN, and utilize proper information technology cyber hygiene principles and practices. Work is performed under supervision of the Assistant Network Administrator and/or assigned superior. This position will directly supervise Micro Computer Coordinators in the department. Does related work as required.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Three (3) years of permanent competitive status as a Micro Computer Coordinator in addition to meeting the open-competitive qualifications.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and one of the following:

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in computer science, information resource management, computer technology or related field; and one (1) year of full-time paid experience in the operation and maintenance of micro-computer equipment, which shall have involved local area network administration and the installation, maintenance and use of operating systems, spreadsheets, word processing, and utility software; or

2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, information resources management, microcomputer technology or related field and three (3) years of full-time paid experience in the operation and maintenance of micro-computer equipment, which shall have involved local area network administration and the installation, maintenance and use of operating systems, spreadsheets, word processing, and utility software.

SPECIAL REQUIREMENT: Candidates for appointment will be required to undergo a state and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Candidates must possess a valid New York State Driver's license and it must be maintained throughout one's employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Failure to meet the standards for the background investigation may result in disqualification.

DATE POSTED: 06/14/2022 DEADLINE: 06/27/2022

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer