



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094-2740**

*Malcolm A Needler  
Personnel Officer*

(716) 438-4071

## **COMPUTER NETWORK ADMINISTRATOR**

**NO 20-520 Promotional Examination**

**Salary \$34.17 - \$39.92/hour**

The examination will be held to establish an eligible list used to fill one (1) anticipated vacancy in the Niagara County Sheriff's Office and any other vacancies that may occur during the life of the list.

**PROMOTIONAL QUALIFICATIONS:** Candidates must be permanently employed in the competitive class for five (5) years as an Assistant Network Administrator in the Niagara County Sheriff's Office immediately preceding the date of examination.

**SENIORITY CREDIT:** Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

**DUTIES:** This work involves performing specialized work in the design, development, implementation and maintenance of computer applications, local and wide-area network systems. The work includes the training of non-technical personnel in the use and operation of these computer systems. The Computer Network Administrator is given direct responsibility over the functions of this area. The work is performed under the general direction of the Director or Superintendent with wide latitude being given to perform duties and responsibilities. Provides supervision of subordinate technical personnel in the installation, operation and maintenance of system components and software. The Computer Network Administrator may develop and manage a district-wide departmental budget. Does related work as required.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required supporting documentation or your application will be disapproved.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY AUGUST 30, 2019.**

A non-refundable \$15.00 application fee is required.  
Apply and pay online or submit a check or money order payable to:  
**Niagara County Civil Service**

**ANNOUNCEMENT ISSUED: AUGUST 9, 2019**

**SUBJECT OF EXAMINATION:** The examination will consist of a rated evaluation of training and experience. The qualifying PC-administered test has been waived since it was previously included in the Assistant Network Administrator examination.

**RATED EVALUATION OF TRAINING AND EXPERIENCE:** You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas: **Computer Programming, Help Desk, User Support, Network Administration, Data Communications, Business/Systems Analysis, and Microcomputer Repair.**

**IMPORTANT:** The Training and experience questionnaire will be completed on the internet and candidates will have two (2) weeks to complete. Instructions and deadlines for completing this questionnaire will be sent to all **approved** candidates.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review [\*\*IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES\*\*](#)

Niagara County Civil Service #2019-67
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