



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Information Technology

Job Title: PERSONAL COMPUTER TECHNICAL NETWORK SPECIALIST

Salary Range: \$68,030-\$77,208* (*Based on years of service employed with Saratoga County)

Work Location: 50 West High Street, Ballston Spa, NY 12020

Classification: Competitive

Job Description

This is an important technical support position responsible for hardware installation, hardware support, software installation, software support, server administration, network administration, Help Desk Support, and Application Management within the municipalities "Wide Area Network." Troubleshooting end user's software and hardware issues are a continued responsibility. Work is performed under the general direction of the department head or designated administrator with considerable leeway allowed for the exercise of independent judgment in the planning and implementation of specific system maintenance and solutions for personal computers; Does related work as required.

Minimum Qualifications (at least)

A) Possession of a Bachelor's Degree in Computer Science, Electronic Technology or closely related field two (2) years of experience in maintaining computer network architecture and design, identifying and repairing network issues, microcomputer repair and installation, configuration and maintenance of computer hardware and associated software and peripheral equipment; **OR**

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Electronic Technology or closely related field and four (4) years of experience in maintaining computer network architecture and design, identifying and repairing network issues, microcomputer repair and installation, configuration and maintenance of computer hardware and associated software and peripheral equipment.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

Typical Work Activities (*Illustrative)

- Responds to calls for hardware failure and determines necessary repair and/or replacement action;
- Prepares a preventative maintenance schedule to analyze and identify potential problems;
- Approval of Updates in WSUS;



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- Deploying task sequences in SCCM;
- Downloading of Video and Audio Codex so they can be reviewed;
- Assisting with uploading digital evidence into Case management software;
- May redefine system utilities as needed;
- May create, setup new users, create file directories, and implement security as needed;
- Prepares documentation of the work for future reference in accordance with the department's format;
- Creation of instructions for the end user;
- May recommend new approaches and modifications to documentation procedures when necessary;
- May analyze the flow of information between the data center and the various units/departments participating in a network setting;
- May identify advantages and disadvantages of vendor supplied software packages and recommend use in specific project;
- Supplies department head with a variety of records and reports as required. Other relevant associated as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue through May 17, 2024 or until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.