



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Information Technology

Job Title: PERSONAL COMPUTER SOFTWARE DATABASE TECHNICIAN

Salary Range: \$74,155- \$83,603* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 50 West High Street, Ballston Spa NY 12020 (On-site)

Classification: Competitive (Exam Required)

Job Description

This is a professional technical position responsible for coordination, design, implementation and maintenance of software systems, databases, and related hardware infrastructure. Additionally, the incumbent would be involved in the installation and support of security camera systems and troubleshooting complex hardware, and software across County facilities. Operating under general direction of the department head, or a high-ranking staff member, the incumbent exercises considerable independent judgement in planning and executing solutions that align with established policies and procedures. Afterhours work, including system maintenance and emergency troubleshooting, along with the ability to respond to critical issues outside of regular business hours. Does related work as required, and other tasks, as related to the day-to-day activities within the Department of Information Technology.

Minimum Qualifications Either...

- A)** Possession of an Associate's Degree in Computer Science or closely related field and two (2) years of paid full time work experience in the operation of personal computers or peripheral equipment for installation of software applications and the creation of databases, and basic networking skills; **OR**
- B)** Graduation from high school or possession of an Equivalency Diploma (GED), and four (4) years of full-time paid work experience in the operation of personal computers or peripheral equipment for installation of software applications and the creation of databases, and basic networking skills.

(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.)

Special Requirement(s): Candidate must possess, and maintain, a clear and valid New York State Driver's License appropriate for the type of vehicle to be operated, in meeting the necessary transportation needs of the job. Employment is contingent upon successfully passing a comprehensive background check, including fingerprinting

Typical Work Activities (*Illustrative)

- Plans, installs and maintains in house security camera systems throughout various County Buildings;
- Diagnoses and resolves camera network errors to ensure uninterrupted operation;
- Prepares reports and provides department heads with necessary records and data;
- Creates, and updates technical documentation related to department operations;
- Collaboration with vendors to access software solutions, ensuring that third party systems meet County needs;
- Assists in managing the County's phones system, including troubleshooting and supporting system operations;
- Recommends software solutions for specific projects based on analysis of vendor supplied software packages;
- Research and develop solutions for end-user issues, establishing best practices for future use;
- Provides hardware and software support to County employees, along with installing and updating equipment as necessary
- Manages applications used by the department ensuring efficient operation and updates;
- Performs additional related duties 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 are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*



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Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This opportunity is being offered on a provisional basis pending the results of a Civil Service exam to be scheduled at a later date. (This title is currently *under consideration* with NYS Civil Service Commission for approval under the HELPs program; eliminating the need for an exam)

To Apply (PREFERRED METHOD - 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 to be accepted 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.