

# NETWORK AND SYSTEMS SPECIALIST I

**Department: General Services**

**Classification: Competitive**

**Specification Number: 2480**

**Approved: 8/7/2023**

**Revised: By JG**

## **MINIMUM QUALIFICATION**

### ***OPEN COMPETITIVE***

**Either:**

- a) Graduation from a college with federally authorized accreditation or registration by NY State with an Associate's Degree including ten (10) credits in information technology or a computer related field and two (2) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; or,
- b) Graduation from a standard senior high school and four (4) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; or,
- c) An equivalent combination of education and experience as defined by the limits of a) and b).

**NOTE:** Coursework in information technology from a non-degree-granting computer training institution may be accepted based upon credit hour equivalence. Because of the changing technology in this field, experience must be gained in the past six (6) years.

### ***PROMOTIONAL:***

Two (2) years of permanent status as a Network and Systems Technician.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title is involved in assisting in evaluating the effectiveness of various types of computer networks and systems, determining information technology needs, and selecting and implementing systems appropriate to the needs of the Town. Work is performed under general supervision and is subject to frequent review. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Assists in the evaluation of departmental information technology needs, including analysis of paper flow, records requirements, use of existing equipment and software requirements;
- Assists in evaluating current and/or available systems, peripheral equipment and software for applicability to department operations;
- Assist in the development, design and implementation of information technology computer networks;
- Makes recommendations for equipment purchases;
- May provide project proposals, cost estimates, timelines and schedules;
- Makes recommendations for configuration of computer systems and networks, and assists with installation, start-up and maintenance of systems including computers, networks and peripheral equipment;
- Assists in hardware and software resolutions;
- Provides training and assistance in utilizing equipment and software;
- May attend training sessions on new equipment to ascertain its functions and adaptability to existing systems;
- Maintains records of purchases, repairs and maintenance.

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Good knowledge of the capabilities and limitations of information technology including computers, networks and peripheral equipment; good knowledge of information technology including practical and optimum usage; working knowledge of the current literature sources of information and recent developments in the field of information technology; ability to install and maintain computer and network hardware and software; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to express oneself clearly and concisely, both orally and in writing; good judgment; physical condition commensurate with the demands of the position.