

INFORMATION SYSTEM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and supporting data processing, information technology and telecommunications activities in the Watervliet City School District. The incumbent coordinates all phases of Local Area Network (LAN) and Wide Area Network (WAN) installations and the subsequent on-going maintenance and support of such networks. The incumbent also trains department personnel and provides support to the Director of Curriculum as required. The position of Information System Administrator differs from that of Information System Specialist in that the incumbent of this position requires greater knowledge and experience and performs more extensive duties. The incumbent also exercises supervision over the other information systems personnel in the Watervliet City School District. The work is performed under the general direction of the Director of Curriculum. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers a LAN and WAN for State and local information systems at the School District;

Installs LAN and WAN equipment and systems including configuring workstations and installing switches, routers, modems and wiring, and loading server and personal computer software;

Coordinates Internet connections and E-mail systems;

Maintains a LAN and WAN including planning, implementing, supporting, monitoring and securing network components including all District implemented systems and programs related to the District;

Uses database software in creating monthly statistical and data reports for the district;

Coordinates the Watervliet City School District computer systems including adding and deleting users, performing terminal security, receiving administrative and systems messages and working with district personnel on troubleshooting terminal malfunctions and printing problems;

Supervises and trains other technology staff assigned to the Department;

Responsible for access security in buildings including programming and terminating door-codes for employees and reviewing reports of who has entered and exited the buildings;

Administers telephone system (voice over IP and land lines) including troubleshooting malfunctions, running telephone cable, programming the system, setting up voice mail and training users;

Attends training and continuing education involving improving and emerging technologies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of LAN and WAN network systems including those used for telecommunications;

Good knowledge of the operation of personal computer hardware and software;

Good knowledge of the district, priorities and initiatives as they relate to network technology;

Ability to participate in assigned projects and lay-out work for others;

Ability to design, install, update and maintain LAN and WAN including those used for telecommunications;

Ability to diagnose hardware and software problems and devise a resolution for the problem;

Ability to communicate effectively both orally and in writing;

Ability to develop an annual technology budget;

Ability to research emerging hardware and software that might be purchased for district use;

Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree including or supplemented by thirty (30) credit hours management information systems, computer science, information technology or closely related field and one (1) year of experience in network administration, information systems management or computer programming; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's

degree including or supplemented by twelve (12) credit hours in management information systems, computer science, information technology or closely related field and two (2) years experience in computer systems support, network administration, information systems management or computer programming;

Additional certifications helpful; Google, Smart Technologies, Windows, etc.

Albany County residence is required. Preference given to Watervliet City residence. This is a NYS Civil Service appointment. Successful test results required.

Salary: \$40,000 plus benefits

Contact/send resume and non-instructional application to:

Kirsten DeMento
Director of
Curriculum and
Instruction
1245 Hillside

Drive

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