



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: [Technical Specialist \(Information Systems\)](#)

EXAM #: 35-CONT

DEPARTMENT: Information Services

RATE OF PAY: \$25.51/HR

TIME: Full-Time Position

TO APPLY: Sign up to take the Technical Specialist (Information Systems) civil service exam. The exam is offered on continuous recruitment basis. Visit our [Civil Service Employment Portal](#) to apply.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered four-year college with a Bachelors Degree in computer information systems or related field AND two (2) years of full-time paid experience, or its part-time equivalent, in computer operations, technical support or system development; OR
2. Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in computer information systems or related field AND four (4) years of experience as noted in (1) above; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of experience as noted in (1) above; OR
4. An equivalent combination of training and experience as indicated in (1), (2), and (3) above.

Note: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

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JOB DESCRIPTION:

This is technical computer work involving responsibility for working directly with customers in determining their technical needs, developing equipment specifications, installation of hardware and desktop operating software, administration of network software, resolving technical difficulties and equipment failures. There is limited responsibility in the installation and support of large/mid-range computer operating systems. Involves extensive responsibility in the administration of Local Area Networks. Work is performed under the direct supervision of Programmer/Analyst. Does related work as required.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

EOE