



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

www.co.ontario.ny.us ~ ~ (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 OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*: FROM:** _____ **TO:** _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

The diagram consists of a large white rectangle with a black border. Inside this rectangle, towards the right side, is a smaller white rectangle with a red border. The smaller rectangle is positioned in the upper right quadrant of the larger rectangle.

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

NETWORK ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves providing technical support for network systems software and hardware. The work involves the installation of the network equipment and analyzing hardware and software network problems. The employee works under the general supervision of a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Installs and manages network protocols;
 Installs, configures and maintains network file servers;
 Installs local and/or wide area network hardware, software, operating systems and applications software;
 Responds to local and/or wide area help desk inquiries;
 Diagnoses problems with network typologies;
 Diagnoses and resolves local and/or wide area network software problems;
 Diagnoses local and/or wide area network hardware component failures and makes recommendations for replacement parts;
 Initiates corrections for problems with the local and/or wide area network involving computers and data communications software and hardware;
 Confers with users, technical staff and vendor representatives to identify network problems;
 Recommends appropriate local area network hardware as needed;
 Conducts site surveys of users to determine current hardware and software and what is needed to support new systems;
 Monitors the local and/or wide area network for problems of data integrity or performance;
 Installs, configures and maintains Internet file servers;
 Assists in development of local and/or wide area networks;
 Configures routers and switches for Internet connectivity;
 Configures local/wide area network switches;
 Provides desktop PC support.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of personal computer technology; good knowledge of local and wide area network operating system concepts; good knowledge of network communication standards, WEB servers and security policies; good knowledge of the WEB/Internet/Intranet environment; ability to deduce problems logically; ability to detect and resolve computer breakdowns and problems; ability to configure work stations and networks; ability to establish and maintain effective working relationships; ability to work as part of a team; initiative; patience; dependability; sound judgment; physical condition commensurate with the demands of the position.

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NETWORK ANALYST

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's Degree in Computer Information Systems or related field and two years of full time paid experience 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 Associate's Degree in Computer Information Systems or related field and four years of full time paid experience in computer operations, technical support or system development; or
3. Eight (8) years full time paid experience as defined in (1) above; OR
4. Any equivalent combination of training and experience as defined by the limits of (1), (2), and (3) above.

APPROVED: AUGUST 5, 2014

CIVIL SERVICE CLASSIFICATION: Competitive