



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED – JOB POSTING

POSTING DATE:

August 28, 2025

POSITION:

Network Engineer II

HOURS:

8:00 a.m. to 4:00 p.m.

SALARY:

\$80,000.00 per year

**CLASSIFICATION
REQUIREMENTS:**

- Bachelor's Degree or higher in Computer Science, Engineering Technology or related field AND one (1) year of full-time paid experience, or its part-time equivalent, gained within the past five (5) years, which involved the maintenance, configuration or installation of network infrastructure hardware and software for local and/or wide area networks; OR
- Possession of an Associate's Degree in Computer Science, Engineering Technology, or a related field AND three (3) years of full-time paid experience, or its part-time equivalent, gained within the past five (5) years, as described above; OR
- Graduation for high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time equivalent, gained within the past five (5) years, as described above; OR
- An equivalent combination of training and experience as defined by the limits above
- Civil Service approved as Network Engineer II
- Fingerprint Clearance

**GENERAL JOB
DESCRIPTION:**

- Install and manage network services; -Install, configure, and maintain network file servers;
- Install local area network and/or wide area network hardware, software, operating systems, and applications software;
- Initiate corrections for problems with the local and/or wide area network involving computers and data communications software and hardware;
- Diagnose problems with network;
- Diagnose local/wide area network hardware component failures and make recommendations for repairs;
- Confer with users, technical staff, and vendor representatives to identify network problems;
- Recommend appropriate network hardware as needed;
- Supervise and assign work to team members and monitor progress of projects;
- Supervise projects involving networks;
- Respond to help desk inquiries either remotely or through on-site visits;
- Conduct site surveys to determine current hardware and software and what is needed to support new and existing systems;
- Diagnose and resolve local/wide area network software problems;
- Design advanced network infrastructure; -Verify and correct problems with data cabling;
- Inform management of problems or potential problems;

- Monitor the local and/or wide area network for problems of data integrity or performance;
- Install, configure, and maintain file servers;
- Research and evaluate new local/wide area network products and/or services;
- Consult with users, vendors, and technical staff regarding the purchase of hardware, software and networks, and upgrades;
- Design and install local/wide area networks;
- Participate in committees on network operating systems and hardware standards;
- Configure routers and switches for network connectivity;
- Configure local/wide area network switches;
- Other duties as assigned by Director of Technology.

**APPLICATION
PROCEDURE:**

Complete a Phelps Clifton Springs CSD application via the [Job Board](#)

AND

Apply online on the Ontario County Civil Service Employment Portal,

<https://ontario-portal.mycivilservice.com/jobopps>

Go to the Exam tab to apply under Network Engineer II:
<https://ontario-portal.mycivilservice.com/exams>

**APPLICATION
DEADLINE:**

September 11, 2025

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jeffrey Hamelinck, compliance officer/coordinator, at jhamelinck@midlakes.org. Mr. Hamelinck can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

AMENDED



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

NETWORK ENGINEER II

Continuous Civil Service Exam held in Ontario County
(Open Competitive)

Exam Number
21520010

Applications Accepted Continuously
Training & Experience Examination
Held Periodically

Application Fee*
\$15.00 (Do not send cash)

*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).

A *Fee Waiver is available to candidates who meet the requirements.

The announcement issued on January 2, 2025 has been amended as follows:

The starting pay rate for Wayne-Finger Lakes BOCES has been amended from \$78,104-\$86,074 to \$80,184.00-\$88,188.14

The starting pay rate for Victor Central School has been amended from \$32.80/hr. to \$33.62/hr.

* Please visit the [Ontario County Human Resources Home page](#) for a listing of schools, towns, villages and other agencies covered by Ontario County Civil Service.

Continue scrolling to see full announcement.

Michele O. Smith
Director of Human Resources

Network Engineer II
Exam No. 21520010
Issued: July 25, 2025



Ontario County Department of Human Resources
3019 County Complex Drive
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Pay Rate: Wayne-Finger Lakes BOCES 2025 salary range: \$78,104-\$86,074.
Victor Central School 2025 starting salary: \$32.80/hr.

Residency Requirements: Candidates must have their legal domicile of New York State for at least one month immediately preceding the examination date.

➤ It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

Minimum Qualifications: EITHER

1. Possession of a Bachelor's Degree, or higher, in Computer Science, Engineering Technology or a related field AND one (1) year of full-time paid experience, or its part-time equivalent, gained within the past five (5) years, which involved the maintenance, configuration or installation of network infrastructure hardware and software for local and/or wide area networks; OR
2. Possession of an Associate's Degree in Computer Science, Engineering Technology, or a related field AND three (3) years of full-time paid experience, or its part-time equivalent, gained within the past five (5) years, as described in (1) above; OR
3. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full-time paid experience, or its part-time equivalent, gained within the past five (5) years, as described in (1) above; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) or (3) above.

Special Note: Education: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

Anticipated Eligibility - Experience: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Vacancy: This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public Libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

Job Description: This involves providing high-level technical support for network systems software and hardware. The work involves the design, installation, and support of network equipment and resolution of hardware and software network problems. The work is performed under general supervision. While supervision is not a major function of this title, oversight and instruction may occur in the form of project team leader. Does related work as required.

Background Investigation: Candidates may be subject to a thorough background investigation and psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

Special requirement for appointment in school districts or BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Subjects of Examination: You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

Computer Programming
Telecommunications

Network Administration
Business/Systems Analysis

Data Communications

Approved candidates will be sent instructions for completing the examination.

Statements made on the Application for Examination or Training & Experience Examination may be checked for accuracy. Any candidate who claims credit that he/she did not actually earn may be disqualified from this examination.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be electronically submitted.

Applications will be accepted continuously, with the names of successful candidates being placed on the Eligible List within 30 days. Candidates will be Ranked on the Eligible List by order of final scores, regardless of the date on which they applied. Candidates will remain eligible for appointment for a duration of one year. **Candidates may apply for this examination at six-month intervals.**

The Ontario County Department of Human Resources reserves the right to terminate this special recruitment program and reestablish the periodic type of examination.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.

In conformance with Section 85-a of the Civil Service Law, **children of firefighters and police officers killed in the line of duty** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Veterans' Credits: Honorably discharged veterans may apply for additional points to be added to their final passing score on civil service examinations. The *Application for Veterans Credits*, the *Authorization for Disability Record*, and additional information regarding the requirements are available on our website at: www.ontariocountyny.gov/HumanResources. Completed forms must be received by this office before the Eligible List, from this examination, is established.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.gov>.

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 or disabilities and, 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.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith
Director of Human Resources

Network Engineer II
Exam No. 21520010
Issued: January 2, 2025