

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Junior Network Administrator
Salary:	\$60,000 - \$75,000
Bureau/Division:	Information Systems and Technology
Period:	March 3, 2016 – Until Filled

JOB DESCRIPTION

The Bureau of Information Systems provides a full range of technology support services for key business functions and Charter mandated responsibilities of the Comptroller's Office. These services include: technology strategic planning, web site development, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Network Manager, the Junior Network Administrator responsibilities include assisting in the configuration of network hardware/operating systems, data network and telecommunication services, network performance monitoring, security, and availability of the IT network infrastructure. Tasks include, but are not limited to, the following:

- Creating and maintaining network documentation;
- Configuring network devices:
 - Basic Layer 2 and 3 configurations;
 - WLAN access points and wireless controllers;
 - VPN connections and configurations;
- Basic support and maintenance of data networking services, including LAN, WAN, point-to-point, VPN, wireless, remote site and internet connectivity and related services;
- Troubleshooting, diagnosing, repairing, installing, setup, configuring, and deploying servers, SANs, NASs, peripherals and software packages;
- Configuring Active Directory, Group Policy, Windows updates and patches, server migrations and optimization;
- Malware scanning and prevention and security incident response;
- Participating in periodic remote site support visits and network deployments;
- Assisting in the installation and maintenance of network equipment and wiring physical copper and fiber cabling;
- Performing other related functions and duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college and three (3) years of satisfactory full-time experience in Server administration, Network support, or Help Desk operations; acquired within last eight years **or**
 2. A satisfactory combination of education and/or experience equivalent to “1” above. However, all candidates must have at least (2) two or more years of full-time experience described above, acquired within last eight years.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated experience in Help Desk Support, Network Support or Server Administration;
 - Certification training such as CISCO CCENT or CCNA, MCSA or MCSE, A+, Network + preferred;
 - Technical knowledge in routing/switching, wireless, firewalls and/or security; detailed knowledge of the OSI layers 1-4 and associated technologies such as IP, OSPF, 802.1Q, etc.;
 - Experience with CISCO networking products including routers, L2/L3 switches, and ASA firewalls;
 - Understanding of network infrastructure technologies, procedures and operations as they apply to an enterprise environment;
 - Thorough understanding of IPv4 protocol suite;
 - Knowledge of structured wiring installation, troubleshooting and maintenance;
 - Experience with CISCO Wireless LAN Controllers, packet capturing capture/protocol analyzers;
 - Multi-vendor experience a plus (VMWare, IBM and Dell);
 - Experience in environments with VoIP a plus;
 - Excellent oral and written communication skills, customer contact and problem solving skills; ability to work well with people from many different disciplines; and strong organization and documentation skills.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant’s interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as “Until Filled” will be posted for at least five work days.

POSTING DATE: March 3, 2016	POST UNTIL: Until Filled	JVN: 015/016/065
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The NYC Comptroller’s Office is an Equal Opportunity Employer