

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Computer Systems &amp; Security Administrator</b>
<b>Salary:</b>	<b>\$70,000 - \$85,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Information Systems &amp; Technology</b>
<b>Period:</b>	<b>July 10, 2017 - Until Filled</b>

**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. As part of security administration, Data Loss Prevention (DLP) technology is used for detecting and preventing situations where sensitive information is exposed outside the organization's network.

Under the direction of the Executive Director of IT Operations & Network Services, the Computer Systems & Security Administrator manages Active Directory provisioning, DLP monitoring, security administration and antivirus management. Duties and responsibilities of the position include, but are not limited to, the following:

- Analyzes and monitors DLP applications for policy violations/escalation;
- Tests, deploys, and reports on MS Security Update and Symantec Endpoint Patch Management to servers and clients; monitors for new updates and virus notifications; troubleshoots servers and workstations when they are not compliant with patches;
- Assists in maintaining the agency's network security policies, standards and procedures; creates user accounts and mailboxes; performs and monitors security administration by adding, disabling, deleting, and modifying users, groups and application links, passwords etc. for all agency critical systems;
- Serves as backup to MS Exchange Administrator managing mailbox permissions and administering Symantec Enterprise Vault permissions;
- Creates security accounts for various applications and liaises with different agencies and departments;
- Provides Tier 2 technology support to team members of the Help Desk as an escalation point for unsolved issues; utilizes the agency's trouble ticket management software;
- Participates in technical working groups strategizing for future requirements and proposes architecture enhancements based on business needs;
- Researches and recommends innovative approaches for system administration tasks; prepares security related reports using different applications for management;
- Performs other functions and special projects as may be required, which may require working evenings and weekends, sometimes with little advance notice.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) or more years of progressively responsible full-time experience in Microsoft Server Administration with MCSA certification or using information technology in computer applications programming, systems programming, computer systems development, or user services, at least 18 months of this experience must have been in an administrative, managerial, executive capacity or in the supervision of staff performing duties in the areas described above; or
  2. A satisfactory combination of education and experience equivalent to "1" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Clearly demonstrated experience in Microsoft Server Administration with MCSA certification is strongly preferred;
  - Proficiency and expertise in Symantec Endpoint protection (servers and workstations) is ideal;
  - Substantial experience in Active Directory (account creation, security permissions);
  - Working knowledge or exposure to Exchange, PowerShell, Symantec Enterprise Vault, DLP applications;
  - Experience in reading SCCM client Logs and Patch compliance;
  - Working knowledge of DLP technology and policies creation;
  - Basic understanding of multi-factor authentication technology;
  - Knowledge of Clearswift DLP software is a plus, but not necessary;
  - Familiarity with New York City mainframe applications (FMS, PMS, Vendex, etc.) in order to liaise with other City agencies, such as FISA, DOF, etc. is ideal;
  - Experience working in a team environment, strong communication skills, ability to plan, organize and work on multiple tasks simultaneously.
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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.**

<b>POSTING DATE:</b> July 10, 2017	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 015/018/003
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**The NYC Comptroller's Office is an Equal Opportunity Employer**